

**Position:** Inspector

**Department:** CEI

**Positions Supervised:** None

**Reports To:** Team Leader

**FLSA Status:** Non-exempt

### Summary

The Inspector will serve as an agent between the engineer, client and contractor during the construction phase of a project. The Inspector will assist the engineer and client in observing and documenting the progress, quality, and quantity of work performed by the contractor.

### Responsibilities/Duties

- Provide inspection, testing, and material sampling services for conformance to plans and specifications for all roadway, structures, and specialty items
- Observe, measure and record all construction quantities for contractor payment including understanding of mathematical calculations associated with quantity measurement
- Record measurements in field books for review by the engineer, client or auditors to ensure they are within contract requirements
- Review traffic control daily, and additionally as required or requested
- Document traffic control inspections on required forms and distribute as required
- Inspect and document erosion twice weekly erosion control items for conformance to the plans as well as effectiveness in the field
- Prepare and justify any and all pay quantities in the case of questions by the engineer, contractor or client
- Provide services in a highly professional manner, conducive of a cooperative relationship between all parties involved
- Prepare an accurate daily diary consisting of:
  - A record of the contractors on the project including Contractor personnel, Equipment-Location and work performed by each contractor as well as materials utilized.
  - Events of note on the project
    - Weather, amount of precipitation, temperature
    - Days charged, with explanation if not charged
    - Any other details that provide value to the engineer, client or project file

### Qualifications and Education Requirements

- High School Diploma or general education degree (GED) is required.
- Must have 1-3 years of related experience; 1 year of collegiate course work and/or training; or an equivalent combination of education and experience.
- Special courses in applied engineering sciences and information technology are beneficial.
- The following Certifications are required:
  - OSHA 10 Hour Safety Training for Construction
  - CTQP Asphalt Paving Technician Level I
  - CTQP Earthwork Construction Inspection Level I
  - CTQP Final Estimates Level I
  - ACI Concrete Field Technician Grade I
  - CTQO Concrete Field Technician Level I
  - FL Erosion Prevention and Sediment Control Level 1 Certification
  - Intermediate MOT Certification
  - IMSA Traffic Signal Inspector Level I
- Must be thoroughly knowledgeable of FDOT standards, codes and regulations.
- Possess the ability to cooperate with a variety of persons requiring a moderate degree of tact and persuasion.
- Able and willing to work day or night shifts and/or flexible schedules including weekends as required to support the project requirements.
- Work under exposure to inclement weather conditions.

- Additional requirements include considerable initiative and judgment, standardizing procedures, interpreting policies, and regulations and promoting favorable client relations.
- Applicant must have a valid FL Driver's license, have a clean Motor Vehicle Record (MVR) and pass a pre-employment drug test.

*EOE/DFWP*

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This job description is representative of typical responsibilities and is not intended to be a complete list of all duties or skills required for the job. It is subject to review and change at any time, with or without notice, in accordance with company needs.