

### CONSTRUCTION STANDARDS INSPECTOR III

This is senior level technical inspection and code enforcement work to ensure compliance with codes, ordinances, and standards governing construction in specific functional areas (e.g., site/ development, site/building, residential/commercial, right-of-way, sediment/grading/erosion/storm water control, material and electrical). Class incumbents read and interpret approved engineering plans and specifications, conduct field inspections, explain and interpret codes, attempt to obtain voluntary compliance, issue violation notices/civil citations, write reports and correspondence, gather evidence, prepare cases, and testify in court. A significant aspect of the work involves establishing and maintaining effective working relationships with contractors, owners, engineers, and the general public.

At this level as a senior/lead inspector, the incumbent handles a caseload of the more difficult code enforcement and inspectional cases and may lead lower level inspectors or the incumbent may exercise the full range of supervisory duties and responsibilities within a section and assume the duties of a Construction Standards Inspector IV when necessary. Assignments require independent and evaluative thinking and the application of a variety of technical methods and standards which are carried out in accordance with applicable codes, ordinances, and established guidelines. Work is performed under the general supervision of a higher-level technical supervisor and evaluated based upon effective working relationships and ability to gain compliance with codes, ordinances and standards.

#### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

##### Characteristic in All Functional Areas:

Reads, analyzes, and interprets engineering plans, specifications, and schematics in order to become familiar and knowledgeable about the nature, scope and details regarding construction/renovation/installation projects;

Makes on-site field inspections in order to determine if projects are being constructed in accordance with engineering plans, specifications, and established codes, policies, procedures, and standards;

Discusses the particular circumstance(s) prior to/after the issuance of a violation notice with responsible party(ies) (contractor, owner) in order to gain compliance with established codes, regulations, and standards;

Investigates complaints in order to identify problems relative to a construction project and to determine if there is a basis upon which to issue violation notices;

Issues written code violation notices/civil citations to responsible party(ies) (e.g., contractors, developers, citizens, property owners) in order to inform them of projects that are not in compliance with engineering plans and specifications or established codes and ordinances;

Confers/coordinates with contractors, developers, property owners, citizens, and other agencies in order to (1) explain, clarify, and resolve actual/potential problems associated with projects, and (2) to initiate appropriate actions that will attain compliance with approved engineering plans, specifications and established codes, ordinances, and standards;

Maintains accurate, complete, and retrievable records and documentation (e.g., daily inspection reports, violation notices, etc.) for inclusion in reports or to provide information for potential use at hearings or in court;

Prepares and submits written correspondence (e.g., reports, memoranda) to their supervisor in order to (1) clarify, explain, and resolve problems related to the inspection, code enforcement, and quality control activities characteristic of the section/division and/or (2) to highlight the status/progress in accomplishing sectional/divisional activities;

Educates and recommends adjustments to the affected individuals, e.g., owners developers, engineers, on projects in order to adapt existing circumstances to accommodate unforeseen field problems/conditions based upon knowledge of specific functional principles, techniques, and procedures and/or knowledge of plans and specifications, codes, and ordinances;

Attends meetings, workshops, and training sessions in order to maintain and enhance proficiency in code enforcement and inspectional work for construction;

May lead and train lower level inspectors as assigned. The incumbent may assume the duties and responsibilities of a Construction Standards Inspector IV in their absence;

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

**Performs the above in the following specialty areas:**

New Site/Development, Site/Building, Residential/Commercial Construction

Makes on-site field inspections in order to (1) monitor the workmanship during the construction/renovation/preparation of site and building projects, and (2) to determine if such projects are being constructed in accordance with approved site/building engineering plans, specifications, and established codes, policies, procedures, and standards.

Sediment, Grading, Erosion Control and Storm Water Management

Makes on-site field inspections in order to (1) monitor workmanship during the installation and maintenance of sediment/grading/erosion/ storm water control devices, and (2) determine if such items are being constructed in accordance with approved sediment/grading/erosion/storm water control engineering plans and specifications and established codes, policies, procedures, and standards.

Right-Of-Way Projects

Makes on-site field inspections in order to (1) monitor the workmanship of the right-of-way construction projects performed under contract/permit during the various stages of development through on-site observation, sampling/testing of materials, discussion with work crews' supervisor, and knowledge of project plans and specifications, and (2) determine if such projects are being constructed in accordance with engineering plans, specifications, and established policies, procedures, regulations and standards;

Makes on-site field inspections within an assigned geographical area as part of an annual needs survey designed to identify right-of-way items (e.g., street and paving, sidewalk, curb and gutter, guardrail, bridge, etc.) that require maintenance/repair within upcoming years;

Conducts appropriate tests, procedures, and measurements on representative samples of building materials (concrete, asphalt, rebar, pipe, gravel) in order to insure their correct physical qualities (e.g., strength, moisture, compaction, temperature) and to determine their compliance with project engineering plans, specifications, and established policies and procedures;

Performs basic measurement and engineering survey work (e.g., establish grades, determine positive/negative drainage, check stake-out, hub, curb and gutter elevations) in order to verify their accuracy, to determine compliance with approved engineering plans and specifications, or to adapt to existing field conditions;

Performs basic mathematical computation (e.g., addition, subtraction, multiplication) using a calculator/adding machine in order to (1) calculate such items as cubic yards, square feet/yards, rate per square feet/yards of quantities of materials used in the construction of right-of-way projects, and (2) makes related cost estimates and projections;

Receives vehicle tickets from drivers to check whether finished mixes (e.g., bituminous concrete, Portland cement) manufactured at plants and loaded on to trucks/mobile mixers and other loads of materials (e.g., sod, gravel) are in compliance with plan specifications, and established policies, procedures, and guidelines.

Electrical

Makes on-site field inspections in order to (1) monitor the workmanship during the

installation of electrical systems, and (2) determine if such work is being constructed in accordance with approved electrical/engineering plans, specifications, schematics and established codes, policies, procedures, regulations and standards.

### Materials Testing

Makes on-site field/project inspections in order to monitor the quality of materials used in right-of-way construction projects to determine their compliance with engineering plans, specifications, and established policies, procedures, and standards;

Takes representative samples, for subsequent testing, of materials (soil, subgrade, gravel base, select borrow, stockpiles, and components of Portland cement, concrete, and asphalt, etc.) on project sites/at plants used in the construction of roadways making certain that samples are labeled and recorded in accordance with established sample and collection policies, procedures, and standards;

Performs appropriate test(s), measurements, mathematical calculation, and procedures (gradation, plant marshal, hydrometer, physical analysis, shrinkage, concrete/asphalt cores, soil borings, slump, air test, etc.) at the plant/in the field on samples of road construction materials in order to insure appropriate physical qualities and to determine their compliance with project engineering plans, specifications, and established policies and procedures;

Reviews and analyzes test results of samples of road construction materials in order to assess their quality and determine their compliance with plan specifications;

Confers/coordinates with crew supervisors, plant operators, contractors, project inspectors, and other divisions/agencies (MD State Highway Administration, ASSHTO, WSSC, Federal Highway Administration) and recommends appropriate actions that will gain compliance with project engineering plans and specifications and established policies, procedures, and guidelines.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

#### Characteristic of All Functional Areas:

Considerable knowledge of the principles, practices, and Construction Standards techniques characteristic of construction in one of the following areas: new site/development; site/building; residential/ commercial; right-of-way; sediment/grading/erosion/storm water control; electrical and materials testing;

Considerable knowledge of modern principles and practices pertaining to civil engineering;

Considerable knowledge of applicable codes, ordinances, and standards pertaining to

code enforcement in the program area to which assigned;

Considerable knowledge of Prince George's County geographical area in order to route daily inspections in the most efficient and timely manner;

Ability to lead/supervise lower level Construction Standards Inspectors;

Ability to detect, diagnose, and locate defects and deficiencies in any one of the new construction areas;

Ability to read and interpret engineering plans, drawings, specifications and street maps;

Ability to operate and maintain specialized equipment and instruments for sampling, testing, and measuring;

Ability to apply enforcement procedures with firmness, tact and impartiality;

Ability to express ideas clearly and concisely both orally and in writing;

Ability to prepare code case documentation and maintain records of work performed;

Ability to provide testimony at hearings/court;

Ability to establish and maintain effective working relationships with inspectional and code enforcement staff, the general public, and other divisions/agencies.

### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, plus at least two (2) years of experience of the type, level of complexity, diversity and responsibility to be determined at the time of announcement, which has provided the applicant with the necessary knowledges, skills and abilities to perform the duties in the appropriate functional areas of site/development, site/building, residential/commercial, right-of-way, sediment/grading/ erosion/storm water control, materials or electrical inspections; or an equivalent combination of education, experience and training.

### CONDITION OF EMPLOYMENT

A valid Maryland State driver's license is required upon appointment.