



Public Works Construction Inspector

Key Facts

Department: Community Development & Public Works

Reports To: Public Works Assistant Director

Salary Range: \$58,635- \$82,098

FLSA: Non-Exempt

Schedule: 7:00 a.m. – 4:00 p.m. Monday - Friday, with occasional hours outside these times.

Summary

The Construction Inspector is responsible for conducting inspections of public infrastructure, and ensuring compliance with city standards. The role includes inspecting construction projects, addressing citizen complaints, while collaborating with contractors, city departments, and the public.

Essential Job Functions

Public Works Duties:

- Inspect construction projects for compliance with city standards, including sidewalks, storm sewers, streets, curbs, and erosion control.
- Monitor materials testing and prepare detailed inspection reports.
- Investigate and address citizen complaints related to construction, drainage, and erosion control.
- Oversee right-of-way inspections, including utility and street repairs.
- Participate in pre-construction meetings and assist with emergency operations, including snow removal.

Minimum Qualifications – you must meet these requirements to be considered for the job.

- High school diploma or equivalent; college coursework in construction or engineering preferred.
- Experience in construction, and inspection
- Proficiency in Microsoft Office, SeeClickFix, Excel, and strong communication and customer service skills.
- Valid driver's license with a good driving record.
- Ability to continue education to perform the job better.
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Knowledge, Skills and Abilities (KSAs) which may be representative, but not all-inclusive of those commonly associated with this position.

- Understanding of construction methods, zoning codes, and safety regulations.

- Ability to interpret plans, surveys, and legal codes.
- Proficiency in researching, analyzing, and documenting findings related to inspections and enforcement.
- Ability to manage multiple tasks, work independently, and adapt to evolving priorities.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Office setting with regular outdoor site visits.
- Use of standard office equipment and vehicles for fieldwork.
- Exposure to weather conditions during inspections.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Ability to perform light to moderate physical tasks, including walking, standing, and occasional lifting of up to 50 pounds.
- Ability to operate a motor vehicle safely for on-site inspections.
- Work includes both office tasks and outdoor inspections, sometimes in adverse weather conditions.

The City of Parkville is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on qualifications, merit, and business need. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. These duties may be modified, as required, by applicable federal and state laws.