

Construction Inspector

Position Information

- Summary: A well-rounded construction inspector to enhance the qualifications of our Technical Services Division. As a multi-disciplinary engineering and survey firm, success in this position will require the ability to coordinate all aspects of construction inspection, field survey and civil engineering drafting support as necessary.
- Reports to Director of Technical Services
- Full-time, Non-Exempt

Primary Duties and Responsibilities include but are not limited to the following:

- Work under supervision of a resident construction engineer, project manager or senior-level team member
- Serve as Project Inspector on construction projects
- Communicate with Division leaders for understanding of project scope
- Oversee daily inspection of work performed by the contractor
- Recording daily construction activities, quantities, contractor's equipment and on-site personnel
- Scheduling and administrating construction progress meetings
- Assist with review/approve of contractor's shop drawing submittals
- Monitor overall project budget and review/approve contractor's pay requests prior to submitting to the project manager/resident engineer for final approval
- Assist with review/approve contractor's change orders
- Schedule and review material testing and make sure results are per project requirements and specifications
- Coordinate with engineers and surveyors on project requirements
- Provide survey support as necessary
- Provide civil engineering drafting support (Bridge/Site/Roadway/Traffic) as necessary
- Obtain and maintain safety certifications and client pre-qualifications (ODOT)

Skill Set

- Minimum of 5 years construction inspection experience
- Experience with applicable computer software (Microsoft Office, MicroStation, AutoCAD, etc.)
- Strong written and verbal communication skills
- Must be well organized
- Professional demeanor
- Ability to communicate effectively with all types of people
- Valid Driver's License required

Education

- Associate Construction Degree and/or High School Diploma
- ODOT Project Inspector and/or Structures Inspector Certification and/or NICET Construction Certification