City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Construction Inspection Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CISR</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU20</td>
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<td>Date Revised:</td>
<td>3/4/2021</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for supervising the day-to-day work activities of Engineering Technicians and other staff engaged in inspection of civil and public works infrastructure or commercial construction projects; provides administrative support to management staff.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, assigns, and directs work to Engineering Technicians and Construction Group support staff; completes daily and weekly work schedule, approves vacations, appraises performance, provides coaching, training and discipline as needed; makes hiring and disciplinary recommendations.
- Develops, evaluates, and revises routine and standard operating procedures and inspection practices to ensure compliance with codes, regulations, plans and specifications; develops and conducts training programs for new and existing employees; tracks employee certification and licensing requirements.
- Coordinates construction and reconstruction inspection activities with contractors, other City departments and the public; manages project warranty inspection program.
- Reviews and interprets contract plans and specifications; prepares and reviews construction progress and materials reports; confers with supervisory, design professional and subordinate staff to identify construction issues; negotiates solutions with contractors, consultants, and stakeholders.
- Maintains operational and maintenance files and records; ensures compliance with safety protocols; coordinates fleet vehicle and equipment maintenance.
- Assists the Construction Group Coordinator as needed. May assume Coordinator duties in his/her absence or provide critical support to him/her during exigent circumstances.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

**Qualifications:**

**Education and/or Experience:**

High school diploma or GED equivalent and 6 years progressively responsible experience in performing Infrastructure Construction and Inspection or any such combination of education, closely related experience, and training that may be acceptable to the hiring authority.

**Working Conditions:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on the work location, while performing the duties of this position, the incumbent may occasionally be exposed to moving mechanical parts, fumes or airborne particles, and/or outside weather conditions. The noise level in the work environment is typically moderate and interruptions are common.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; rarely lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.