

POSITION TITLE:

Special Inspector

DEPARTMENT:Construction
Engineering**INCUMBENT:****REPORTS TO:**Director,
Construction
Engineering & Field
Services**DATE:**

October 2021

GENERAL FUNCTION:

Under the direction of the Director of Construction Engineering Services, Special Inspector is a qualified individual that provides continuous on-the-job inspection to ensure public safety by ensuring buildings are constructed in accordance with approved plans and specifications.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform inspection, observation and material testing on construction projects. The scope of the projects will include, but are not limited to, Special Inspections, Quality Control, Quality Assurance, Materials Testing, BMP Inspections, Utility Inspections and/or Roadway Inspection.
- Perform basic laboratory testing for soils, concrete and asphalt construction materials.
- Work to obtain construction services related certifications (field and Lab). These certifications may include American Concrete Institute (ACI) Field Technician Level I, International Code Council (ICC) Special Inspection certifications, American Welding Society Certified Welding Inspector, Kentucky Transportation Cabinet certifications, and Kentucky Erosion Prevention & Sediment Control Inspector certification.
- While performing the field and laboratory tasks you are assigned, you will be documenting your observations and testing results. Your reporting will be fact based, technical writing, communicating what you observed in a clear and concise manner. Your field and laboratory documentation will be reviewed by our internal project managers and shared with project stakeholders.
- The job involves traveling daily to sites across Kentucky and surrounding regions.
- You will be exposed to project management and working to build relationships with clients that align with the company vision.
- You will be exposed to the marketing side of our business and help to create proposals to win work for Thoroughbred Engineering.
- You may be asked to help our other groups, including environmental engineering, surveying, civil design, geotechnical and structural engineering.

QUALIFICATIONS / SKILLS AND ABILITIES:

- A minimum of two years of college or technical school, earning at least 60 credit hours, PLUS two years of satisfactory work experience; or A high school diploma, or equivalent, PLUS a minimum of three years of satisfactory work experience; or Five years of satisfactory work experience.
- Have or earn Certifications to perform Inspection functions.
- Communication: must have ability to read, comprehend and legibly write English, often containing highly technical language, as well as the capability to communicate nonconforming work to contractors in a non-threatening manner.



- Professionalism: Dependability, punctuality and a professional appearance will assist the inspector in gaining the respect of clients, contractors, and design professionals.
- Strong attention to detail verifies that work is complete to the standard set by building code, plans and specifications, often with very strict tolerances and with limited time; inspectors must also be able to complete field testing the same way, every time without variation, as dictated by the prescribed test methods.
- Motivation: ability to work without direct supervision but must be disciplined enough to remain on task and to thoroughly complete tests and inspections. Desire and capability to study and pursue knowledge within and outside a classroom environment.

PHYSICAL DEMANDS:

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

Employee is regularly required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel or crouch. The employee is required to sit. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT:

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Employee must be willing to work in varying weather conditions and temperatures. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

Employee *Date*

Supervisor *Date*

