

NEW CASTLE COUNTY GOVERNMENT

Number 0598

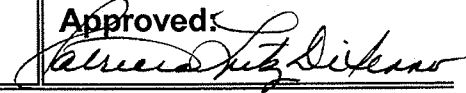
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CLASS SPECIFICATION

Date 05/01/01

Title: SITE INSPECTIONS SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible administrative, supervisory and technical engineering duties relating to site management of development projects for the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for overseeing and coordinating the activities of the inspection staff working with site management. With a considerable degree of independence, this employee makes a variety of engineering decisions related to technical aspects of construction. The work involves the performance of field inspections on a consultant basis when extremely difficult or unusual problems occur. This employee must have broad knowledge of the techniques of excavation and landscaping as well as general construction and inspection procedures. As a representative of the department, the employee deals with elected officials and the general public to follow up and resolve field complaints and must exercise diplomacy and persuasion in the course of the work. This employee works under the general supervision of a senior level engineer or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Issues violation notices and stop work orders for violations of the Delaware Sediment and Stormwater Regulations, the New Castle County Drainage Code, and Flood Plain Regulations;
- Prepares reports for litigation, section activities and other reports as required;
- Maintains liaison with division level personnel throughout New Castle County and with various other governmental agencies;
- Communicates with elected officials regarding the handling of complaints, activities of inspection staff, quality control, and related matters;
- Meets with citizens, civic associations, elected officials, builders, contractors, and others as required;
- Manages inspection staff;
- Makes work assignments and evaluates work performance;
- Provides technical assistance to inspectors as needed;
- Develops and recommends training policies;
- Enforces administrative policies and administers discipline as necessary;
- Conducts pre-construction meetings to discuss details of projects with contractors, builders, and developers;
- Consults with engineering staff on a regular basis to ensure quality control;
- May perform road bond inspections;

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Date 05/01/01

CLASS SPECIFICATION

Title: SITE INSPECTIONS SUPERVISOR

Approved:



- Performs a variety of related duties;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of application and enforcement of the Drainage Code, Flood Plain Regulations, Standard Construction Specifications, and Delaware Sediment and Stormwater Regulations; thorough knowledge of the practices and procedures of sanitary sewer pipe installation, construction of pumping stations, septic and community disposal systems, erosion and sediment controls, stormwater management facilities, and general grading and landscaping activities; good knowledge of surveying techniques and principles; some knowledge of civil engineering principles; ability to interpret engineering plans; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with construction contractors, members of the building community, elected officials, other employees, and the public; good engineering judgment; ability to enforce County codes, ordinances and regulations with firmness, tact and impartiality; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years experience in a responsible sub-professional engineering position in the construction field including at least one year experience at the level of Construction Inspector, and completion of a standard high school course or GED certificate program; a Bachelor's Degree from an accredited college or university with major course work in civil engineering may be substituted for four years of experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent; possession of State of Delaware Sediment and Stormwater Management Certification as a Construction Reviewer or ability to obtain this certification within one year of date of hire or promotion.

HISTORY OF REVISIONS:

Established: 05/10/94

Revised: 07/01/97

Revised: 05/01/01