

**POSITION TITLE:** PROJECT INSPECTOR  
**DEPARTMENT:** PUBLIC WORKS  
**DIVISION:** ENGINEERING

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

City Engineer

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

**POSITION FUNCTION**

This position is responsible for ensuring that City regulations and requirements established by ordinance or construction specifications are met on public and private projects.

**JOB RESPONSIBILITIES**

Oversees City and Utility projects within the City right-of-way

Handles complaints from the public

Creates engineering drawings, spreadsheets and documents

Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel, stoop, kneel, crouch or crawl. Must be able to focus clearly at 20 inches or less and routinely lift up to 10 pounds.

<b>REQUIRED SKILL SETS</b>	
<p><b><i>Occupational/Technical Skills</i></b></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software, including AutoCad</p> <p>Ability to read blueprints</p> <p>Knowledge of City Ordinances</p> <p>Knowledge of grades and surveying; water and sewer distribution systems</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><b><i>Administrative Skills</i></b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><b><i>Cognitive Skills</i></b></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p>	<p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to perform engineering calculations</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b><i>Communications Skills</i></b></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><b><i>Interpersonal Skills</i></b></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><b><i>Leadership Skills</i></b></p> <p>Ability to take charge and initiate actions</p> <p>Ability to monitor progress and exercise control</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is typically performed outdoors with extensive contact with City citizens and the general public. Activity schedules are irregular.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>Two-year college certificate or equivalent; one to three years of relevant experience; must maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.