



**Class Title** Inspector III  
**Position Number** 0762  
**Department** General Services  
**Division** Capital Projects  
**Supervised By** General and Capital Services Manager

### **Nature of Work**

Performs advanced level technical work in the oversight and inspection of site developments for compliance with County stormwater management regulations, Virginia Department of Transportation specifications and other environmental regulations; supports construction of County capital projects.

### **Primary Duties**

- Performs advanced inspections of public construction sites to ensure projects are in compliance with local and State regulations and approved plans; issues inspection reports documenting required corrective action.
- Conducts field conferences and inspections with contractors, engineers, homeowner groups and citizens; provides assistance to homeowners with drainage and erosion control issues.
- Assists in the design of County initiated projects and provides technical information for used in the design.
- Performs periodic inspections of stormwater Best Management Practice (BMP) and drainage structures to ensure they are in conformance with County regulations and approved plans; may perform minor plan review and site analysis.
- Assists in collection of data required to evaluate stormwater management projects; compiles historical data on storms for use in evaluating impact on future development.
- Provides advanced construction supervision and contract administration for assigned County projects and drainage improvement/repairs projects including writing specifications, soliciting bids, evaluation of bids, and project administration to completion.
- Performs other duties as required.

### **Job Preparation Needed**

- Any equivalent combination of the following providing necessary knowledge, skills, and abilities: high school diploma or equivalent; bachelor's degree in engineering, hydrology, hydraulics, soil conservation, or related field; and, extensive experience in engineering, construction, soil conservation, contract administration, dealing with the public, enforcement of ordinances and knowledge of computers. Certification as a Combined Administrator by the Department of Conservation and Recreation's Erosion and Sediment Control Certification Program.
- Valid Virginia driver's license and acceptable driving record based on James City County criteria.
- Advanced knowledge of principles and practices of engineering as applied to construction of site improvement projects.
- Extensive knowledge of the techniques used in the control of erosion and sediment generated from construction sites.

### **Post Offer Requirements**

- Credential check
- Driving record check

**Introductory period** for this position is six months.

### **Post Hire Requirements**

- Periodic driving record check

### **Job Location and Conditions**

- Performs work in an office setting as well as on construction sites and stormwater facilities throughout the County.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Drives a County vehicle to work sites and frequently performs duties outdoors in all weather conditions.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.

### **Career Ladder Class**

- This is the third level of a three step career ladder
- Classes are Inspector I, Inspector II, and Inspector III



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**Inspector III**  
**0762**  
**General Services**  
**Capital Projects**  
**General and Capital Services Manager**

### **General Aptitudes and Physical Requirements**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

### **Mental Abilities**

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

### **Verbal Abilities**

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

### **Numerical**

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

### **Spatial Abilities**

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

### **Manual Dexterity**

- Must have ability to use telephone, radio/console, calculator, copy machine, fax machine, and hand tools; manipulate computer keyboard and mouse; and, use surveying equipment.

### **Finger Dexterity**

- Not essential to job.

### **Physical Demands**

- Strength: Must have ability to occasionally lift and push/pull 15- 25 lbs. and frequently and hold/carry 15-25 lbs.
- Climbing: Must have ability to use an 8’ to 10’ ladder and climb steps to gain entry into drainage structure.
- Standing, sitting, walking, running: Must have ability to: frequently (0-1 hours/day) stand, continuously (1-3 hours/day) sit, frequently (3-5 hours/day) walking. Running is not an essential function of this job. Must be able to walk over flat and rough terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 5-20 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 50+ times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

### **Driving**

- Must have ability to drive automatic transmission: car, van, small and medium trucks, and a 4-wheel drive vehicle.