

Lake Havasu City, Arizona

Class Description



Title: Capital Projects Inspector
Department: Public Works
Division: Administration
Grade: CP14

FLSA Status: Exempt
Job Code: 310203010
Established: 7/1/2025
Salary: \$3,170.86 - \$4,597.99

General Definition of Work

Performs intermediate technical work performing daily inspections of Capital Improvement Program projects in support of General Government, Parks, Public Safety, Streets, Water, and Wastewater Divisions to determine compliance with city ordinances, city standards, and project specifications while preparing and maintaining records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Capital Program Manager.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Examines capital improvement project plans and specifications to determine compliance with the City's construction standards.

Provides inspections for city capital improvement projects under contract in the form of site visits, filling out of inspector's daily reports, and helps resolve discrepancies between field conditions and design plans; recommends methods of resolving complex problems in conjunction with project managers.

Participate in weekly construction meetings, onsite pressure testing, chlorination and flushing, bacteria testing, sampling, etc.

Assists project managers with the creation and development of associate policies, standards, or procedures related to the function of managing public infrastructure.

Completes and maintains records and files; prepares reports.

Identifies plan defects or inadequacies; prepares plan check correction reports and ensures plan corrections are made to meet the requirements of applicable City codes.

Conducts GIS field data collection and construction staking.

Responsible for the maintenance and calibration of city-owned GIS surveying equipment.

Responds to public records requests that are associated with records retained by the Capital Programs, Public Works Administration Division.

Operates and maintains motor vehicles or other work-related equipment requiring a valid Driver's License.

Minimum Qualifications

Associate/Technical degree and five (5) years of progressively responsible experience in public works inspection, construction, or civil engineering fieldwork, or equivalent combination of education and experience.

Lake Havasu City, Arizona

Class Description

Special Qualifications

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of the appropriate class.

Knowledge, Skills & Abilities

General knowledge of basic construction and civil engineering principles, practices, and techniques; general knowledge of engineering, mathematics, surveying, and drafting; general knowledge of water utility and plumbing construction and operation and related hydraulic principals; general knowledge of civil engineering design principals and drafting techniques; general knowledge of building codes and utility construction standards, terminology and techniques; general knowledge of mathematics needed to make general engineering and hydraulic calculations; general knowledge in construction inspection, construction design, and/or mechanical design including familiarity with electrical and/or HVAC systems.

Proficient in the use of personal computers, associated software packages, hardware, and peripheral equipment, skill in mathematics including geometry, calculus, and statistics; proficient in reading and interpreting geographic information systems (GIS) maps and other applicable programs; proficient in oral and written communication; proficient in reading and understanding construction plans, specifications, and permits.

Ability to navigate through and manage difficult situations working with diverse groups of individuals; ability to work in the field and the office; ability to operate assigned equipment; ability to read as-built maps and locate existing structures from that map; ability to maintain an organized workflow and record keeping; ability to analyze applicable applications, permits, and plans; ability to perform thorough inspections and provide recommendations; ability to prepare technical reports; ability to establish and maintain effective working relationships with associates, community groups, consultants, contractors, elected officials, department heads, government agencies, supervisors, vendors, and the general public.

Working Conditions

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).