

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>LAND DEVELOPMENT INSPECTOR I</b>
<b>Job Valuation Number</b>	<b>1725</b>
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	<b>Level 4</b>
<b>Effective Date</b>	<b>March 2022</b>

### General Statement of Duties

Assists in the performance of field surveys and inspections for the City's Engineering Department; performs related work as required.

### Classification Summary

The primary function of an employee in this class is to assist with field surveys and inspections. The work is performed under the direct supervision of the Project Engineer, City Engineer or Project Manager as assigned. An employee in this class assists with the duties of other employees in the Engineering Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all City employees, business owners, government agencies, contractors, engineers, and the public. The principal duties of this class are performed in a general office environment and a fieldwork setting with an emphasis on teamwork; work responsibilities include both indoor and outdoor tasks.

### Examples of Work (Illustrative Only)

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in inspections on projects for conformance with plans and specifications;
- Assists in performing routine and construction surveying tasks;
- Reduces field notes;
- Reviews and approves building permits, right-of-way permits and other construction related permits as it pertains to public works;
- Compiles minor documents pertaining to development and construction to be presented to City Council;
- Performs elementary engineering calculations;
- Brings areas of non-compliance to attention of contractor and directs the contractor to



- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a current and valid driver’s license.
- Subject to a pre-employment drug test and background check.

**Physical Demands**

- N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 30% of the time (2.5+ hours/day)  
**F (Frequently)** Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)  
**C (Constantly)** Position requires this activity more than 60% of the time (Over 5.5 hours/day)

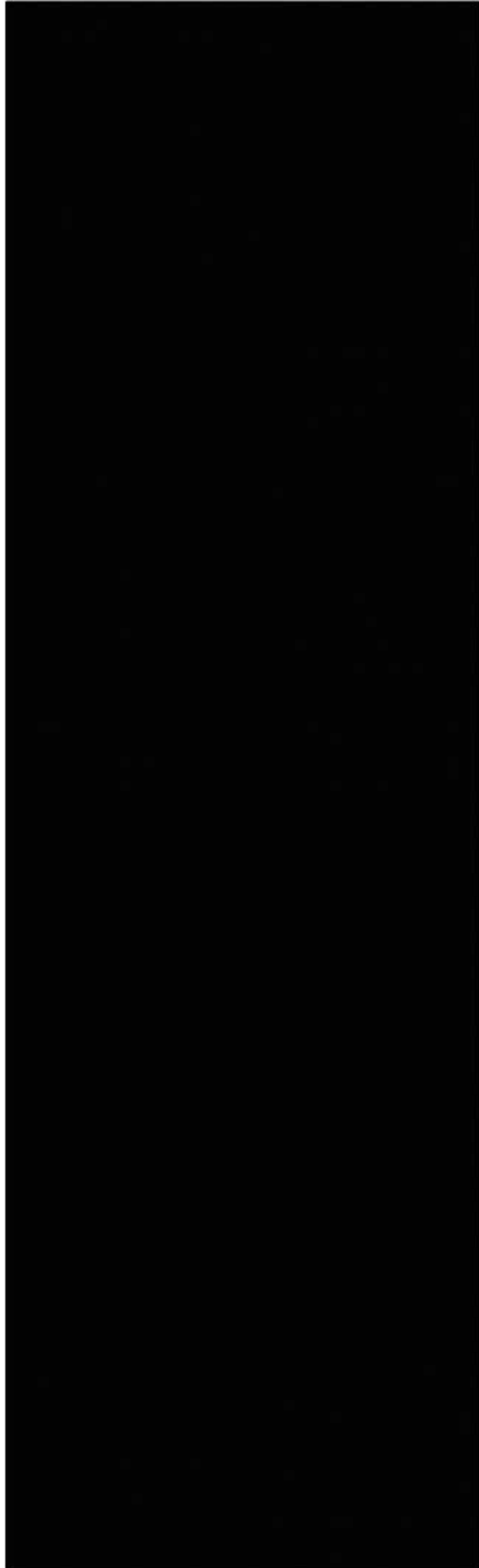
Physical Demands	Lift/Carry	Hazards/Potential Exposure
<u>C</u> Stand	<u>F</u> 10 lbs or less	<u>N</u> Toxins/caustics/chemicals
<u>C</u> Walk	<u>O</u> 11 – 20 lbs	<u>O</u> Extreme conditions
<u>F</u> Sit	<u>O</u> 21 – 50 lbs	<u>O</u> Dust
<u>F</u> Manual Manipulation	<u>O</u> 51 – 100 lbs	<u>O</u> Moving mechanical parts
<u>F</u> Grasp	<u>N</u> Over 100 lbs	<u>N</u> Potential electrical shock
<u>O</u> Reach Outward		<u>O</u> High pitched noises
<u>O</u> Reach Above Shoulder	<b>Push/Pull</b>	<u>N</u> Blood-borne pathogens
<u>C</u> Speak	<u>O</u> 12 lbs or less	<u>N</u> Gaseous risk/fumes
<u>O</u> Climb	<u>O</u> 13 – 25 lbs	<u>F</u> Construction zone hazards
<u>O</u> Crawl	<u>O</u> 26 – 40 lbs	<u>N</u> Communicable disease
<u>O</u> Squat or Kneel	<u>O</u> 41 – 100 lbs	<u>O</u> Hot liquids/fire
<u>O</u> Bend	<u>N</u> Over 100 lbs	<u>N</u> Height & confined spaces

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to listen and communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of engineering and construction projects on site and review a variety of written materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to efficiently inspect engineering and construction projects in various terrains and weather conditions.

Approved By:   
 City Engineer

Date: 3/8/22



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