

City of Caldwell

Class Specification

Class Title	LAND DEVELOPMENT INSPECTOR II
Job Valuation Number	1805
FLSA Designation	Covered
Pay Grade	Level 5
Effective Date	March 2022

General Statement of Duties

Perform basic engineering department reviews of subdivision and commercial building permit plans. Assists in the development of engineering plans, designs, and specifications for the city's engineering department; perform related work as required.

Classification Summary

The primary function of an employee in this class is to review subdivision and commercial building permit plans for compliance with city standards. An employee in this class will also assist in the development of engineering designs and provide technical assistance to city departments. The work is performed under the direct supervision of the project engineer, city engineer or project manager as assigned. The incumbent mentors the Site Development Inspector I. An employee in this class performs the duties of other employees in the engineering department as required or as assigned by supervisory personnel. 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

- Performs basic engineering department reviews of subdivision and commercial building permit plans;
- Monitors and directs the activities of contractors, developers, engineers, and consultants performing work within the city to ensure compliance with city, state, and federal codes and standards;
- Conducts pre-construction conferences with contractors, developers, engineers, and consultants performing work within the city;
- Has basic knowledge and understanding of the City Stormwater Policy;
- Assists in the inspections of construction projects for compliance with city standards and

- Ability to effectively operate word processing, spreadsheet, and database software;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to perform all work duties and activities in accordance with city policies, procedures, and safety practices;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to communicate effectively and maintain effective working relationships with city departments, employees, developers, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel, and the public;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to effectively direct, mentor, and review the work of subordinate staff;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High School diploma or GED and extensive field and office experience in public works projects; and
- Minimum of two (2) years experience in surveying, drafting and inspection of a civil engineering nature; or
- 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

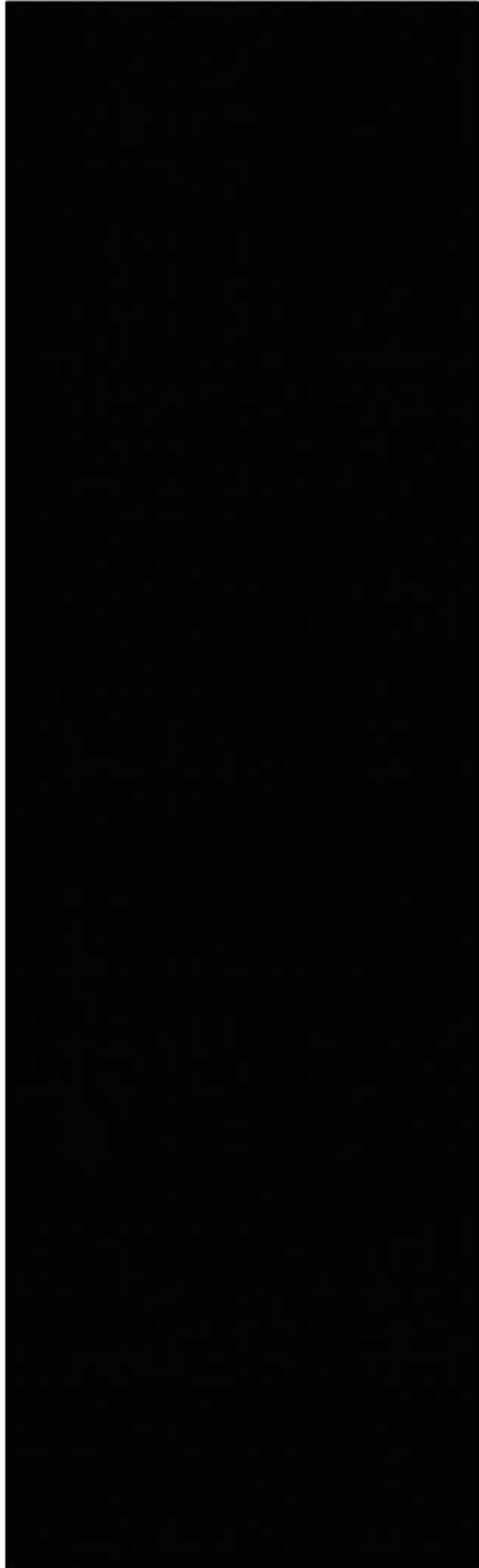
- F Stand
- F Walk
- C Sit
- C Manual Manipulation
- C Grasp
- O Reach Outward
- O Reach Above Shoulder
- C Speak
- O Climb
- O Crawl

Lift/Carry

- O 10 lbs or less
 - O 11 – 20 lbs
 - O 21 – 50 lbs
 - O 51 – 100 lbs
 - N Over 100 lbs
- Push/Pull**
- O 12 lbs or less
 - O 13 – 25 lbs
 - O 26 – 40 lbs

Hazards/Potential Exposure

- N Toxins/caustics/chemicals
- O Extreme conditions
- O Dust
- O Moving mechanical parts
- N Potential electrical shock
- O High pitched noises
- N Blood-borne pathogens
- N Gaseous risk/fumes
- F Construction zone hazards
- N Communicable disease



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