City of Caldwell

Class Specification

Class Title	**LAND DEVELOPMENT INSPECTOR III**
Job Valuation Number	**1920**
FLSA Designation	**Covered**
Pay Grade	**Level 6**
Effective Date	**March 2022**

General Statement of Duties

This position requires proficiency in Engineering Department reviews and approval of all subdivisions and building permits and proficiency in Site Development Inspector I and Site Development Inspector II job responsibilities. Person will develop engineering plans, designs and specifications for the City's Engineering Department and will perform related work as required.

Classification Summary

The principal function of an employee in this class is to be proficient in the review and approval of subdivisions, residential and commercial building permits and other development applications. This includes recommending approval of submitted development applications and designs. 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. Work assignments are usually broad in scope and involve the use of good judgment and accuracy in making decisions. The secondary function of an employee in this class is to develop engineering designs, conduct engineering design reviews and provide technical assistance to other City departments. The work is performed under the direct supervision of the Project Manager, City Engineer or Project Manager as assigned. The incumbent may be assigned to supervise Site Development Inspectors I and II. An employee in this class may assist in 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

Required Knowledge, Skills and Abilities

- Thorough knowledge of public works construction project materials and methods;
- Thorough knowledge of legal descriptions of land parcels;
- Thorough knowledge of computer applications for engineering, design and mapping;
- Working knowledge of the principles and practices of civil engineering;
- Working knowledge of land and construction surveying principles, practices and techniques including common algebraic and trigonometry equations;
- Knowledge of Engineering office procedures;
- Skill in the use of surveying and drafting instruments;
- Ability to interpret and develop engineering plans and specifications;
- Ability to prepare accurate and reliable reports containing engineering calculations, construction designs, plans and specifications, findings, conclusions and recommendations;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to read, interpret and apply laws, resolutions, ordinances, codes, contract documents and specifications, and engineering and construction standards;
- Ability to apply engineering principles and practices to a wide variety of public works projects, including complex calculations and analysis;
- Ability to effectively operate Computer Aided Design and Drafting (CADD) software;
- Ability to effectively operate a personal computer using standard or customized software applications appropriate to assigned tasks including 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 other City departments and 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 perform field inspections of City improvements (i.e. water/sewer, curb and gutter, street lighting, paving, etc);
- Ability to effectively delegate, direct 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 at least two (2) years of college or technical training school, with specialization in subjects related to the field of civil engineering, and extensive field and office experience in public works projects; and