



City of Moore

VACANCY ANNOUNCEMENT

Job Title:	CONSTRUCTION INSPECTOR
Open Date:	October 1, 2026
Closing Date:	Open until filled
Pay Rate:	\$46,277 – 49,656/annually depending on experience
Job Type:	Full-time with benefits
Department:	Community Development – Inspections City Hall

JOB SUMMARY

Inspect construction by city contractors, developers, and public utility contractors. Inspect work quality and materials used in a variety of projects including the construction, repair, maintenance, or alteration of streets, curbs, sidewalks, drainage facilities, underground utilities, and related structures. Will ensure conformance with City standards, specifications, and safety standards.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Office and field environment with required travel between sites; exposure to noise, dust, inclement weather, heights, uneven surfaces, confined spaces, heavy construction equipment, and traffic.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required
- Specialized education in the building trades, construction technology, or code enforcement is preferred.
- Two (2) years of experience in a closely related field such as construction, construction technology, or municipal code enforcement.
- Must possess, or be able to obtain, a valid Oklahoma Driver's License.

EXAMPLES OF DUTIES

- Perform construction inspections on private property, public utility easements, and within City Rights-of-Way.
 - Investigate citizen complaints on drainage, water, sewer lines, and related infrastructure and construction-related matters.
 - Meet with citizens and contractors to provide technical guidance and interpretation.
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ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at
<https://www.cityofmoore.com/departments/jobs>.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Construction Inspector

Job Code: 7365
Exempt: No
Department: Community Development/Inspections Department
Reports To: Lead Construction Inspector
Location: City Hall
Date Approved: March 6, 2017
Date Revised: June 6, 2022

GENERAL DESCRIPTION OF POSITION

To inspect all aspects of construction by city contractors, developers, and public utility contractors; to inspect work quality and materials used in a variety of projects including the construction repair, maintenance, or alteration of streets, curbs, sidewalks; drainage facilities, underground utilities, and related structures; to ensure conformance with City standards, specifications, and safety standards; and to perform a variety of technical tasks relative to the Community Development/Planning Department.

This position may be required to work early mornings, nights, and/or weekends as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspect all aspects of construction by city contractors, developer contractors, public utility contractors on private property, public utility easements, and within the City Rights-of-Way; inspect work quality and materials used in projects during various stages of construction to ensure compliance with construction standards and codes, ordinances, and regulation. This duty is performed daily, about 20% of the time.
2. Inspect various public works structures including utilities, streets, sidewalks, gutters, structural concrete, storm systems, and various other facilities; check line, grade, size, elevation, and location of structures for conformance with specifications and regulations. This duty is performed daily, about 10% of the time.
3. Prepare detailed data of construction progress and inspection; prepare various reports on daily operations and activities. This duty is performed daily, about 5% of the time.
4. Investigate citizen complaints on drainage, water, sewer lines, and related infrastructure and construction-related matters. This duty is performed weekly, about 15% of the time.
5. Observe work during progress and upon completion; ensure that safety procedures are followed; coordinate change orders, advise contractors of changes in plans and specifications. This duty is performed daily, about 10% of the time.
6. Coordinate construction inspection activities with other city departments, including gas, telephone, and electrical utilities and related operational areas. This duty is performed weekly, about 5% of the time.

7. Perform preliminary and final inspections; provide input on acceptance of developments. This duty is performed weekly, about 5% of the time.
8. Meet with contractors and citizens to interpret points, plans, and specifications; provide technical guidance and interpretation; ensure compliance with city standards, procedures, and regulations. This duty is performed daily, about 10% of the time.
9. Maintain files and reports regarding inspection and findings. This duty is performed daily, about 10% of the time.
10. Process and maintain contractor's estimates, maintenance bonds, and project-related forms. This duty is performed as needed, about 5% of the time.
11. Assist in the coordination of utility relocation for city projects. This duty is performed as needed, about 5% of the time.
12. Good attendance is required. This duty is performed daily.
13. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
14. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
15. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges their work, referring only unusual cases to the supervisor.

PLANNING

Considerable responsibility about general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations that permit frequent opportunities for decision-making of minor importance and also frequent opportunities for decision-making of major importance, either of which would affect the work operations of a small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

None

RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office, or patron, and would then require considerable time and effort to correct the situation. Frequently, the possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitate decision-making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in mid-level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/CDL, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is continuously exposed to outdoor weather conditions, wet or humid conditions; regularly exposed to fumes or airborne particles; occasionally exposed to work near moving mechanical parts, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities that allow for a moderate amount of diversity in the performance of tasks that requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, talk or hear; regularly required to stand, walk, reach with hands and arms; frequently required to sit, climb or balance; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Principles, practices, methods, and techniques of conducting project inspection work
- Industry standards and specifications for construction projects
- Oklahoma Department of Environmental Quality regulations on water and sewer construction
- Accepted safety standards and methods of construction activities
- Defects and faults in construction

- Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work
- Methods and techniques for collecting and testing construction materials
- Materials and equipment used in construction projects
- Pertinent Federal, State, and local laws, codes, and regulations
- Accessibility requirements under the Americans with Disabilities Act
- Erosion Control methods and requirements
- Basic office equipment and filing procedures, including Microsoft Office

Ability to:

- Perform inspection duties on a variety of public works projects including the construction, repair, maintenance, or alteration of streets, curbs, sidewalks, drainage facilities, underground utilities, and related structures
- Observe and take remedial action on non-compliance with city or industry construction standards and specifications
- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations
- Read and interpret blueprints and engineering plans and specifications
- Establish and maintain filing systems
- Analyze, prepare, and process reports, correspondence, and various applications
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices
- Perform mathematical computations rapidly and accurately
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate with the public using tact and diplomacy
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, and utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Experience and Training

Education:

- Must be a high school graduate or have received a GED.
- Specialized education in the building trades, construction technology, and/or municipal code enforcement preferred.

Experience:

- Two years of experience in a closely related field such as construction, construction technology, or municipal code enforcement.

License or Certificate:

- Possession of or ability to obtain a valid Oklahoma driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment: travel from site to site; construction site environment; exposure to noise, dust, and inclement weather conditions; work at heights on scaffolding and ladders; work on uneven surfaces; inspect in confined spaces; work around heavy construction equipment and heavy flows of traffic; contact with potentially aggressive code violators.

Physical Conditions:

Essential and other important functions may require maintaining physical condition necessary for standing, walking, sitting, carrying, bending, stooping, and climbing for prolonged periods of time, moderate to heavy lifting; must be able to operate an assigned vehicle; general manual dexterity; visual acuity to conduct inspections. Must be able to perform attached essential job functions.

Employee must climb ladders; stand, stoop, and crawl; walk to different areas of buildings and construction sites, including uneven ground; and tolerate a working environment with inside controlled temperatures and outside ambient temperatures.

Employee must lift items such as supply boxes, and carry items from one location to another. Requires vertically and horizontally transferring items weighing up to 25 pounds.

Employee works outside driving a City vehicle, sometimes up to 6 hours in an 8-hour workday. Employees must tolerate climbing in and out of a vehicle throughout that time, sitting in the vehicle, and a working environment with outside ambient temperatures, including excessive heat and cold, and precipitation.

Employee must sit at a workstation for periods of time. Requires tolerance of seated posture for prolonged periods of time.

Employee must operate a keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.