

JOB DESCRIPTION

TITLE: Construction Inspector

CODE NO.:

GRADE: 007

REPORTS TO: As Assigned

DATE: April 20, 2023

RESPONSIBILITIES:

Perform inspection work incidental to construction projects

ASSIGNED DUTIES:

1. Keep accurate records of material delivered, installed, or removed from construction jobs.
2. Report progress of construction work.
3. Inspect quality of work done by contractors to insure that the work conforms with Design and contract specifications.
4. Keep records on the condition of property before and after contract work.
5. Use appropriate equipment
6. Inspect meters, gas lines, and gas equipment.
7. Inspect gas facilities.
8. Prepare records, maps, and reports as required.
9. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
10. Promote good customer and public relations.
11. May perform other duties as required in higher or lower classifications.