

JOB DESCRIPTION

Job Title:	Construction Engineering Inspector (CEI)		
Date:	Updated 1/05/12		
Division:	Construction Project Solutions/Field Services		
Employment Status:	Open	Job Location:	Knoxville, TN
Manages Others:	No	Employment	Full-time
Job Description:			
<p>Position has responsibility for providing day-to-day construction operations, such as inspections, testing, and reporting of DOT highway and bridge construction projects. Responsible for typical project administrative duties as well. Performs duties with a maintained focus on customer satisfaction.</p> <p>Responsibilities:</p> <p>Office Administration:</p> <ul style="list-style-type: none"> • Prepare, conduct, and attend weekly meetings with TDOT personnel, contractor, sub-contractors, utility personnel and other agencies affected by the project. • Generate and submit numerous reports, documents, etc., documented in the contract to the client; • Attend inspections related to project work, progress, or records; • Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc.; • Ensure ample inspectors and assistance to adequately oversee all work being done; • Maintain and submit all correspondence between yourself, contractor, subcontractors, or others concerning matters related to the project; • Prepare an accurate daily diary, signed by the inspector, consisting of information related to: the contractor, personnel, equipment, orders, events, accidents, weather, days charged, and any other details important to the project life; • Receive and check the contractor’s payrolls for conformance to state wage rates; • Conduct employee interviews; <p>Quality:</p> <ul style="list-style-type: none"> • Monitor the testing provided by the contractor in the field as defined by contract, plans, or specifications; • Observe and document all testing, such as ACI tests for concrete including concrete plant for acceptance by the client, nuclear density testing of earthwork, base stone, asphalt, structural backfill, and pipe backfill on standard forms provided by the client; • Observe aggregate analysis and moisture testing for roadway embankment and base stone materials; • Review application rates and dimensions and bearings to assure conformance to plans and specifications; • Provide inspection services for conformance to plans and specifications for all roadway, structures, and specialty items related to project; • Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field and notify the contractor of deficiencies; <p>Technical:</p> <ul style="list-style-type: none"> • Document and assemble accurate quantities for Monthly Progress Payments to the prime Contractor; • Submit revisions to the contract plans or cross sections to the client; • Observe, measure, and record all quantities for review and payment; • Check and document traffic control daily or as requested; • Notify the contractor of deficiencies or problems immediately; • Ensure unsafe issues are corrected by the Prime Contractor; 			

- Maintenance and closeout of project records in accordance with client requirements.

Education, Experience, Skills, & Software:

Education:

- High school diploma or equivalent required; two- or four-year college degree or equivalent desired.
- ACI certified desired

Experience:

- 5 years minimum construction inspection experience required on heavy roadway or bridge projects;
- Experience in roadway and bridge projects including the construction inspection or roadway paving operations, excavation and embankment construction, utility construction, culvert and drainage structures construction, bridge construction, traffic control setup, and erosion prevention and sediment control.

Skills:

- Working knowledge of TDOT standards, specs, and CEI inspection requirements;
- Sound knowledge of quality assurance principles and practices;
- Ability to implement and adhere to health and safety techniques;
- Ability to manage multiple projects simultaneously, set priorities, and meet deadlines;
- Work independently with a high degree of initiative required;
- Strong analytical/problem resolution skills;
- Proficient math skills;
- Must have excellent verbal/written communication skills and effective interpersonal skills.

Software:

- Microsoft Office Suite

Working Conditions & Physical Requirements:

Work is generally favorable and performed within an office and construction environment, with standard office equipment available. Sitting, walking, standing for long lengths of time, and using numerous safety precautions while, stooping, climbing on elevated work areas, walking over rough/uneven surfaces, using man-lifts, entering high voltage areas, working on floating plant, and other typical construction site activities are required to complete work. On occasion, lighting and temperatures may vary and maybe subject to other hazardous or unpleasant conditions caused by noise, dust, etc. Work may be subject to outside environmental conditions to review completion and/or status of construction projects. Daily field trips require use of hard hat, steel toed boots, and eye and/or ear protection. Must have good vision and be able to read, write, and communicate fluently in English. Occasional overtime may be required to meet project deadlines. Some travel may be required for the purpose of training, meeting with clients, stakeholders, or off-site personnel/management.