

Jurisdictional Class: Competitive  
Adopted: August 14, 2002  
Revised: April 26, 2010

## **BRIDGE INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the review and direct on-site inspection of bridge/highway construction activities. The incumbent inspects bridges/highway construction projects under construction and repair to ensure that the work is being done in accordance with approved plans and specifications and in compliance with applicable codes. Duties are performed under the general direction of the County Highway Superintendent with considerable leeway permitted for the exercise of independent judgment in carrying out assigned duties. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs direct on-site inspection of bridge/highway construction activities;  
Interprets and analyzes contract drawings and specifications and determines compliance of contractors to those drawings, plans, and specifications at various stages of construction;  
Coordinates and processes required change order requests;  
Confers with County Highway Superintendent and the project design engineer for conditions which differ or vary from the intent of the plans and specifications;  
Performs detailed record keeping of construction activities and quantities of materials utilized on a daily basis;  
Performs required data entry utilizing State and Federally approved software programs to insure that accurate records of the construction progress are provided within the acceptable formats to substantiate construction progress and support County reimbursement requests;  
Certifies project payment requests insuring that the payment line items as submitted by the contractor accurately reflect work progress.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State Department of Transportation and Federal Highway Administration construction standards, principals, and practices;  
Thorough knowledge of inspection procedures;  
Thorough knowledge of concrete, soil compaction, and density testing;  
Ability to read and interpret engineering design and contract drawings and specifications, and determine compliance with these drawings, plans, and specifications at various stages of construction;  
Ability to establish and maintain cooperative relationships with building contractors and the general public;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Three (3) years of experience as an inspector in the capacity of bridge/highway construction projects for federal, state, or municipal projects involving federal and state funds for the approved period; or
- (b) Possession of a National Institute for Certification in Engineering Technology (NICET) Level 3 inspector's certification.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Eligibility for an appropriate level New York State Driver's license at time of application and possession of license at time of appointment.