

SENIOR PROJECT INSPECTOR

Location: Delaware Memorial Bridge, New Castle, DE

\$81,267 to \$97,850 annualized (Grade I)
(Position and Salary commensurate with experience and skills)

Opening Date: February 27, 2024

Closing Date: March 29, 2024

I. POSITION SUMMARY

This is a senior-level multi-faceted position responsible for the performance of a wide variety of technical and administrative tasks that require knowledge of engineering office protocol and procedure as well as extensive experience in construction inspection and project management. Employees in this class are assigned to the Engineering Department and are expected to carry out various project inspections, project management, and office support assignments. Responsibilities of this class title include but are not limited to: monitoring construction to ensure compliance with approved schedules; interpreting engineering and architectural plans and specifications; directing field office personnel to include junior inspection staff, contractors, and consultants; coordinating field testing and regulatory inspections; calculating quantities and maintaining master source document records to confirm junior inspector and contractor calculations; inspecting construction to ensure compliance with plans and specifications; executing the full range of project management and inspection duties; coordinating work with project engineers and other internal stakeholders as appropriate; preparing and reviewing inspection field reports as well as general project correspondence; and serving as auxiliary support for general office administration needs as required. Employees in this class title receive general direction and guidance from the Senior Project Engineers in the department.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Executes the full range of project management duties for small to medium projects under the direction of a Project Engineer
- Leads the full range of project inspection duties on one or more simultaneous construction projects ranging from small (less than \$250 thousand) to large (greater than \$3 million)
- Directs field office operations and coordinates the activities of associated inspection staff, consultant personnel, and contractors
- Demonstrates proficiency in applying mathematics to calculate quantities, verify elevations, conduct unit conversions, scale measurements, confirm testing limits, etc.
- Demonstrates proficiency in interpreting plans, technical specifications, cross sections, testing reports, shop drawings, material submittals and other engineering documents as necessary to ensure construction compliance
- Reviews contractor's certified payrolls for accuracy and compliance with state and federal wage rates and conducts field interviews as required
- Reviews consultant and contractor payment requests and invoices for accuracy and compliance with the scope of work
- Inspects the contractor's work to verify it is conducted in an organized and controlled manner, to identify safety concerns, and to ensure it is in compliance with plans and specifications
- Prepares field inspection reports, source documents, meeting minutes, and other miscellaneous documentation and correspondence necessary to record and coordinate construction
- Reviews materials to ensure compliance with approved submittals and shop drawings, and monitors construction progress relative to the approved project schedule

- Follows established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property
- Evaluates contractor change requests, develops alternative solutions, and coordinates resolution with Project Engineering staff
- Serves as auxiliary administrative support for the engineering department
- Exercise superior customer service to everyone by performing in a courteous and efficient manner
- Other duties as required

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive understanding of the principles of project management and construction inspection
- Ability to interpret complex construction plans, details, schematics, shop drawings, and specifications
- Superior organizational, record keeping, and problem-solving skills
- Ability to lead field operations to include managing junior inspection staff, consultant personnel, and contractors
- Proficiency with mathematics relative to the fields of construction and inspection
- Comprehensive understanding of material properties, manufacturing processes, construction methods, as well inspection and testing requirements
- Ability to foster teamwork and work as an effective member of a team
- Ability to communicate effectively, both written and oral, with all project stakeholders
- Ability to conduct field investigations and develop clear, comprehensive, and concise reports

IV. REQUIRED EDUCATION AND EXPERIENCE

- Associate degree in engineering, architecture, planning, surveying, project inspection, project management, or a closely related field from an accredited college, university or technical school
- Minimum 10 years of experience in construction management or inspection, or a minimum of 15 years in lieu of a degree

V. LICENSES, REGISTRATION, AND CERTIFICATES

- Valid driver's license
- NICET Level IV Certification or comparable certification(s) as determined by the Chief Engineer

VI. SPECIAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay
- Must be willing and available for duty at such hours, day, or night, as may be required

If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition to the online application, please attach a current resume.

The Delaware River and Bay Authority is an Equal Opportunity Employer