OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Project Inspection Supervisor	CODE: 84355C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, supervises lower-level project inspectors to assure construction projects are completed in compliance with plans, specifications & special provisions;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	47-57	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., project inspector 1, 2, &/or 3's); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, to assure construction projects are completed in compliance with plans, specifications & special provisions (e.g., concrete &/or asphalt paving & berm work, earthwork, excavation & embankment drainage facilities, electrical & signing, clearing & grubbing operations, structure both minor & major).	Knowledge of (1) employee training & development, (2) supervision, (3) construction safety practices, (4) public relations, (5) federal & state rules, policies & procedures regarding construction project approval, (6) construction inspection practices; ability to (7) deal with some abstract but mostly concrete variables, (8) use geometry, (9) understand manuals & verbal instructions, technical in nature, (10) gather, collate & classify information about data, people or things, (11) establish friendly atmosphere as supervisor over inspectors.
2	16-36	Prepares & maintains file of project activities (e.g., inspector's reports, progress estimates, change orders, daily diaries, material approval, payrolls, pay items completed, final measurement of all items of work & final pay quantities).	Knowledge of 2, 3, 5, 6; ability to 7, 8, 9, 10, 11.
3	3-13	Acts as liaison with contractors, material suppliers, district construction engineers, utilities, political subdivisions, other state agencies & general public.	Knowledge of 3, 4, 5, 6; ability to 8, 9, 10, (12) define problems, collect data, establish facts & draw valid conclusions, (13) handle sensitive inquiries from & contacts with officials & general public.

*Developed after employment

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1231-7-17

UNUSUAL WORKING CONDITIONS:

Requires travel; may work varying hours.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
1,000 hrs. training in federal & state rules, policies & procedures regarding construction project approval (or 12 mos. exp.); 2 yrs. training in various construction inspection practices which included standard sampling & field testing materials (or 2 yrs. exp.); 600 hrs. training in supervision (or 6 mos. exp.); 1 course in public relations (or 1 mo. exp.); 300 hrs. training in employee training & development (or 3 mos. exp.); 1 course in

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OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Project Inspection Supervisor	CODE: 84355C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	4-24	Performs other miscellaneous duties (e.g., inspects bridges to evaluate structural condition & takes vertical clearance measurements; assists in office & field inventories, contract plan preparation & field surveys; removes snow & ice; assists area engineer in policy changes).	Knowledge of 3, 4, 5, 6; ability to 7, 9.

C1163

123:1-2-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* both geometry & trigonometry (or 3 mos. exp.); or equivalent. Valid Driver's License.	TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Project Inspection Supervisor	84355C