

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5363

**TITLE:** ASSISTANT SUPERVISORY ENGINEERING INSPECTOR

**GRADE:** S-22

**DEFINITION:**

Under limited supervision, assists with the supervision of a group of engineering inspectors as a lead worker; performs a variety of difficult and specialized public utilities inspections involving the exercise of independent judgment and initiative; provides technical advisory services to the general public and lower-level inspectors; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Assistant Supervisory Engineering Inspector differs from the Supervising Engineering Inspector in that the Assistant Supervisory Engineering Inspector serves as lead worker, assigning and reviewing the work of a group of engineering inspectors, whereas the Supervising Engineering Inspector serves as first-line supervisor.

The Assistant Supervisory Engineering Inspector differs from the Senior Engineering Inspector in that the Assistant Supervisory Engineering Inspector serves as lead worker, assigning and reviewing the work of a group of engineering inspectors, whereas the Senior Engineering Inspector performs difficult and specialized public utilities inspections.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Assigns and reviews work of engineering inspectors;

Trains inspector staff;

Coordinates field inspections and advises inspectors on difficult problems;

Reviews plans, specifications and sites for construction projects;

Inspects underground drains, metal and concrete pipe drains, culverts, sanitary sewer lines, manholes, catch basins, and water lines;

Inspects pumping stations under construction;

Inspects street and road construction including subgrading, placing of materials and rock, oiling and placing of final surfaces;

Investigates complaints;

Makes check by measurement to see that necessary lines, grades and elevations are followed and that structures are of proper dimensions;

Measures and computes items such as rock, sheeting and pavement restoration when work is under County contract;

Makes final inspections and gives approval after corrections are made;

Makes daily progress and approval reports, resolves routine complaints, maintains field logs and records;

Manages field office in supervisor's absence.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Knowledge of the materials and methods used in paving streets and in laying sewer pipe;

Knowledge of cement and asphalt, concrete and brick laying methods;

Knowledge of surveying;

Ability to supervise work of subordinate inspectors;

Ability to read and interpret blueprints and specifications;

Ability to keep records and make drawings and reports;

Ability to develop and maintain cordial and effective relationships with contractors and the general public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from high school; PLUS

Four years of construction experience, including two years of inspection work.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Virginia Erosion and Sediment Control Inspector and Reviewer

Certification, or the ability to obtain same within 18 months of appointment date, is required for certain positions as identified to the Department of Human Resources.

Possession of a valid Storm Water Management Project Inspector and/or Storm Water

Management Plan Reviewer Certification within 18 months of appointment is required for certain position as identified to the Department of Human Resources.

**NECESSARY SPECIAL REQUIREMENTS:**

None.

REVISED CERTS: December 19, 2013  
REVISED: July 28, 2005  
REVISED: August 12, 2002  
ESTABLISHED: September 26, 1988