



Construction Inspector II - General #00660

City of Virginia Beach – Job Description

Date of Last Revision: November 18, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 22

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform a variety of assignments related to enforcement of city and state standards and specifications, compliance with contractual obligations, and quality assurance of workmanship and materials, for building, highway, drainage, and utility construction.

Representative Work Functions and Responsibilities

- Coordinate construction activities, make minor field engineering decisions, perform inspection duties, and process record and financial data associated with construction, repair, or renovation of city buildings and facilities, highway and drainage facilities, or water and sewer utility systems in order to ensure compliance with city and state

standards and contractual documents and to ensure use of proper methods and materials.

- Conduct various tests in order to ensure proper construction of buildings and facilities, including structural materials and plumbing, electrical and mechanical components; highways, including curbs, curbs and gutters, sidewalks, and pavement; drainage systems, including pipelines, structures, and erosion and sediment control facilities; or water and sewer utility systems, including structures, pipelines, and appurtenances.
- Approve requests for payments to confirm actual work performed, or reduction and release of sureties.
- Assist in negotiation and preparation of formal notifications, work orders, and change orders.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Ensure that work performed is in strict compliance with city and state requirements and meets contractual obligations.
- Adequately collect and process information to make competent field engineering decisions.
- Follow standard operating procedures in performance of assigned duties.
- Successfully coordinate work with city agencies, contractors, developers, and other affected parties.
- Properly process paperwork and financial records.
- Prepare adequate written documentation of work.

Minimum Qualifications

- High School or GED, plus five (5) years progressive experience in fields providing the required knowledge, skills and abilities or any equivalent combination of progressive experience and technical training which provides the necessary knowledge and experience.
- Must have a current and valid driver's license.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.