



Construction Inspector III - General #00661

City of Virginia Beach – Job Description

Date of Last Revision: February 24, 2026

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 24

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 construction management of complex developer or capital construction projects, including enforcement of city and state standards and specifications, compliance with contractual obligations, and quality assurance of workmanship and materials, for building, highway, drainage, roadway lighting, traffic signal network construction, and utility construction; and coordinate project construction and inspection from origination of the construction phase of the project through final inspection, acceptance, and close out.

Representative Work Functions and Responsibilities

- Coordinate construction activities, perform inspection duties, make minor field engineering decisions, 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.
- Review and recommend time extension requests; and determine need, assist in negotiation, and prepare drafts of formal notifications, work orders, and change orders.
- May provide training to other inspectors; may be required to consult with and advise inspectors to resolve problems in a team leader capacity; and may perform in an acting capacity in supervisor's absence.
- 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 is performed 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 project construction and inspection from origination of the construction phase of the project through final inspection, acceptance, and close out; properly process paperwork and financial records.
- Prepare adequate written documentation of work.

Minimum Qualifications

- High School or GED plus eight (8) 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.

Preferred Qualifications

Completion of the Virginia Community College System Civil Engineering Technology (CET), Career Studies Certificate or pertinent certification from the National Institute for Certification of Engineering Technicians (NICET).

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 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.