



City of Idaho Falls  
**Construction Inspection Manager**

<b>SALARY</b>	\$32.85 - \$45.90 Hourly \$2,628.00 - \$3,672.00 Biweekly \$68,328.00 - \$95,472.00 Annually	<b>LOCATION</b>	Idaho Falls, ID
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2025-0728
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	P/W Engineering Administration
<b>OPENING DATE</b>	07/28/2025	<b>CLOSING DATE</b>	8/18/2025 11:59 PM Mountain

---

### General Purpose

The City of Idaho Falls is accepting applications for a full-time Construction Inspection Manager. This position Oversees and executes diverse technical, managerial, and professional responsibilities in the planning, direction, and coordination of construction inspection operations for municipal and city-reviewed private projects.

### SUPERVISION RECEIVED

Works under the supervision of the Assistant Public Works Director.

## SUPERVISION EXERCISED:

Provides supervision to Public Works Inspectors and related support staff.

## Essential Functions

Provides comprehensive administrative oversight and supervision of construction, engineering, and inspection operations. Responsibilities include management of project documentation (records, diaries, production controls, progress reports, correspondence), personnel assignments, monitoring of work progress, quality assurance, inspection scheduling, and staff performance evaluation. Makes recommendations related to retention, promotion, discipline, and termination.

Develops and recommends preliminary budgets for inspection programs and staffing; monitors approved budgets to ensure adherence to financial policies and constraints.

Conducts constructability reviews for all Public Works projects prior to bid.

Reviews subdivision improvement plans for compliance with city standards, especially where proposed developments affect public rights-of-way.

Evaluates work performed by Contractors on new subdivision construction within the city rights-of-way to ensure conformance with plans specifications, and regulatory requirements.

Provides full construction management services for Public Works projects, supervising city inspectors, testers and technical staff in all aspects of administration, construction oversight, and inspection.

Serves as a liaison to the public, consultants, and contractors regarding construction concerns within public rights-of-way and easements. Works with city Public Information Office to inform the public regarding construction impacts.

Conducts formal public project reviews and makes recommendations for project acceptance, payment release, and initiation of warranty periods.

Reviews and approves right-of-way permits and traffic control plans per city Traffic Control Policy.

Performs Stormwater Best Management Practice (BMP) inspections in accordance with the city's Storm Water Management Program.

Designs and delivers technical training programs for inspection staff; researches and evaluates new construction materials and methods and provides instruction to inspectors and relevant personnel. Tracks city inspection staff certification requirements and collaborates with Engineering on budgeting for courses and re-certifications.

Assists with snow removal operations and performs other related duties as assigned.

## Minimum Qualifications

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Associate's degree (or higher) in Civil Engineering, Construction Management or a closely related field from an accredited institution;

AND

- B. A minimum of six (6) years of progressively responsible experience in public works project inspection;

OR

- C. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

2. Knowledge, Skills, and Abilities:

Extensive knowledge of construction testing methods for street improvements and other public improvements.

Strong understanding of the physical properties of construction materials and applicable sampling/testing protocols.

Proficient in city construction standards, uniform codes, laboratory procedures, and safety practices

Solid grasp of public relations principles, technical report writing, engineering mathematics, cost estimation, and budget analysis.

Familiarity with supervisory concepts and best practices for managing inspection and engineering teams.

Enforces compliance with contract specifications and approved construction plans.

Interpret complex engineering drawings and project documentation with accuracy.

Communicate clearly and professionally both in writing and in verbal exchanges.

Build and sustain effective working relationships with contractors, consultants, elected officials, departmental staff, and the public.

Adapt to and perform duties in a variety of weather and environmental conditions.

### 3. Special Qualifications:

Must possess a valid Idaho driver's license.

Must possess or obtain certification as an Idaho Transportation Department (ITD) Idaho Qualified Person (IQP) Inspector and through the Western Alliance for Quality Transportation Construction (WAQTC) within one year of hire.

Must possess or obtain Water Pollution Control Management (WPCM) certification through the Idaho Associated General Contractors within one year of hire.

## Work Environment

The role involves a variety of physical activities that do not typically involve significant muscular strain but may include frequent walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions also require effective verbal communication, auditory perception, and visual acuity.

Mental demands include attention to detail, emotional resilience, and sound judgment. The position requires frequent travel to inspection sites and regular exposure to varying environmental conditions such as weather extremes, fumes, dust, and construction equipment.

Availability to work outside of standard business hours is essential to support time-sensitive inspection activities.

---

### Employer

City of Idaho Falls

### Address

700 Park Avenue  
PO Box 50220  
Idaho Falls, Idaho, 83405-0220

### Phone

208-612-8162  
208-612-8106

### Website

<http://www.idahofallsidaho.gov/>