

The City of Polk City is accepting applications for a Construction Observation Specialist in the Community Development Department. This position provides on-site construction observation for public and private projects involving city infrastructure to ensure compliance with approved plans, specifications, and contract documents. Typical projects include streets, curbs and gutters, sidewalks, storm sewers, drainage facilities, and related civil improvements. The Construction Observation Specialist conducts regular site visits; observes construction activities and testing; reviews shop drawings and samples; documents daily construction progress; participates in construction meetings; and serves as a liaison between the City, engineers, contractors, and regulatory agencies.

The hiring salary range for the position \$63,282.17-\$77,263.12, with the starting wage dependent on qualifications and experience. The position includes excellent benefits, paid time off, and is an IPERS covered position. Please submit resume, cover letter, and 3 references to Susan Lawton, City Clerk at slawton@polkcityia.gov. Electronic submissions are required. Email or telephone inquiries for the position may be directed to Susan Lawton at 515-984-6233. The first review of applications will take place on June 1, 2026. Position will remain open until filled. A copy of the job description can be found below.



Title: Construction Observation Specialist
Department: Community Development
Status: Regular Full-Time/Non-Exempt
Reports to: Building & Zoning Official
Supervises: None
Pay Grade: N5

POSITION FUNCTION:

The Construction Observation Specialist shall provide construction observation for projects involving city property using site visits, rulers, tape measures, string line, GPS equipment, and review a variety of laboratory tests in order to ensure compliance with city specifications for quality and materials. The Construction Observation Specialist must exercise discretion and independent judgment in the day-to-day activities of the city infrastructure and development.

DUTIES AND RESPONSIBILITIES:

1. Observes construction projects including curbs and gutters, sidewalks, storm sewers, drainage ditches, asphalt, and street construction materials using a city vehicle, various rulers/ measuring tools, read and understand plans and plat maps in order to ensure projects meet specifications for quality workmanship and materials.
2. Conferences and meetings: attend meetings with contractor, such as preconstruction conferences, weekly progress meetings, job conferences, and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison; serve as a city liaison with contractor, working principally with the contractor's superintendent and assist in understanding the intent of the contract documents; and assist engineer in serving as a city liaison with contractor during construction; assist in obtaining from the city additional detail or information, when required by contractor for proper execution of the work.
4. Shop drawings and samples: record date of receipt of shop drawings and samples; receive samples, which are furnished at the site by contractor, and notify the city and engineer of availability of samples and examination; advise the city and contractor of the commencement of any work requiring shop drawings or sample if engineer has not approved the submittal.
5. Review of work, rejection of defective work, inspection and tests: conduct on-site observation of the work in progress to assist the city in determining if the work is in general proceeding in accordance with the contract documents.
6. Modifications to drawings or specifications - shall gather, report, and consider contractor's suggestion for modifications and complete a report with recommendations to the City Engineer and Project Engineer. Transmit to contractor decisions as issued by the city and Project Engineer.

7. Report to the city whenever the Construction Observation Specialist believes that any work is unsatisfactory, faulty, defective, or does not conform to the contract documents or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise the city and Project Engineer of work that Construction Observation Specialist believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
8. Verify that test, equipment and systems start-ups and operating and maintenance training that are conducted in the presence of appropriate personnel, and that contractor maintains adequate records thereof; and observe, record and report to the city appropriate details relative to the test procedures and startups.
9. Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the results of these inspections and report to the City Engineer.
10. Keep a diary or log book, recording contractor hours on the job site, weather conditions, date relative to questions of work directive changes, change orders or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to both the city and Project Engineer.
11. Consult with the city staff, Project Engineer, and contractor in advance of scheduling major tests, inspections or starting important phases of the work.
12. Consult with supervisor on recommendations for engineer change orders, work directive changes and field orders.
13. Review and certify quantity measurements for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to the engineering coordinator and Project Engineer, noting particularly the relationship of the payment requested to the schedule of values, work completed and materials and equipment delivered at the site but not incorporated in the work.
14. Before completion of project submit to the contractor a list of observed items requiring completion or correction before issuing a Certificate of Substantial Completion.
15. Conduct final inspection in the company of the City Engineer, Project Engineer and Supervisor and prepare a final list of items to be completed or corrected.
16. Observe that all items on final list have been completed or corrected and make recommendations to the city and Project Engineer concerning acceptance.
17. Shall not undertake any of the responsibilities of the contractor, subcontractor, or contractor's Superintendent.
18. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such advice or direction is specifically required by the contract documents.
19. Assist other city departments and perform other duties as directed.
20. Provides assistance to the Public Works Department by removing snow and applying salt/sand to city streets, sidewalks, and related areas.
21. Helps administer NPDES permitting process with periodic inspections and reports on drainage compliance according to the State of Iowa Department of Natural Resources MS4 permit.

Any duties assigned by the department supervisor

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by the department supervisor.

SKILLS AND ABILITIES:

Through the knowledge of the principles and practices of project observation with emphasis on construction quality control, compliance with plans and specifications, contract administration, plan review and providing constructability alternatives with the proficiency to manage administrative tasks associated with each project; ability to establish effective working relationships with City officials, employees, contractors and the general public; competency to communicate complete ideas effectively, orally and in writing.

Knowledge of:

- Statewide Urban Design and specifications-SUDAS
 - Construction methods and procedures pertaining to street, utilities, drainage and earthwork.
 - Different types of soil and soil compaction.
 - Concrete, asphalt construction procedures and testing certificates.
 - Safety issues related to work activities.
 - Ability to research and locate needed information concerning construction projects.
 - Ability to make independent decisions and coordinate with contractors, engineers, the general public and others as need to expedite progress of construction projects and developments.
 - Ability to read and interpret moderately complex civil engineering plans, maps and specifications.
 - Ability to write neatly and concisely in order to fill out forms and write reports.
 - Ability to establish and maintain effective working relationships with co-workers, contractors, contractor's employees and supervisors contacted in the performance work.
 - Ability to display orderly and professional manner and conduct at all times.
 - Ability to work with the general public.
 - Ability to work independently.
 - Ability to plan and coordinate work projects.
 - Ability to work weekends and holidays as needed.
 - Ability to understand and conform to city, state and federal laws.
 - City Employee handbook
 - Use of computers and related software applications.
-

TRAINING AND EXPERIENCE:

Graduation from high school or possession of a GED; and five years' experience in public works, engineering or construction/building type experience related position, or any equivalent combination of experience, education, and training which provides the knowledge and abilities necessary to perform the work.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

1. Intermediate periods of standing, walking and sitting, bending, grasping, pushing, pulling, squatting, twisting and kneeling.
 2. Ability to lift up to 100 pounds.
 3. Frequent kneeling, crawling, crouching, lifting, pushing, pulling, reaching, handling, carrying objects, talking, hearing, near and far sight acuity.
 4. Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
 5. Ability to tolerate low to moderate noise exposure of machinery and equipment.
-

OTHER NECESSARY REQUIREMENTS:

1. Valid Iowa driver's license to operate a city vehicle to travel to various work sites
2. Pre-employment drug testing and criminal background history check
3. Portland Cement Concrete Level 1 certification from Iowa Department of Transportation within 12 months of hire
4. Aggregate Technician certification from Iowa Department of Transportation within 12 months of hire
5. Contract Administration certification from Iowa Department of Transportation within 12 months of hire
6. Federal aid training from Iowa Department of Transportation within 12 months of hire
7. Erosion Control Technician through the Iowa Department of Transportation within 12 months of hire