



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: CONSTRUCTION INSPECTOR

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Knowledge of City Ordinances and the City’s Construction Standards and specifications and modern construction practices in the areas of road construction and resurfacing, underground pipelines, concrete structures, and earth compaction	ALWAYS
Ability to read and understand construction drawings and specifications	ALWAYS
Ability to use hand-held calculator to make mathematical computations which are used to determine material quantities	MODERATE
Ability to use a personal computer to set up and update quantities for periodic payments to contractors	MODERATE
Ability to keep accurate, legible records and an organized project file	ALWAYS
Ability to reject faulty materials or substandard workmanship	MAJOR
Ability to have good communication skills	MAJOR
Ability to climb ladders, remove manhole covers, work for extended periods of time in severe weather conditions, enter confined areas such as pipes and trenches	MODERATE
Ability to learn how to determine general soil types and run compaction tests with nuclear gauge	MAJOR

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Earl Wilkinson Title: Director of Public Works

Signature:  Date: 3/29/17

HR Representative: Belinda Kimball Title: HR Analyst

Signature: Belinda Kimball Date: 3/29/17