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Job Title	R&B CST/MNT Inspector II	Job Code	Job Grade
Reports to		Position #	FLSA Code
Department		Location Code	SIC Code
Division		CS Code	EEO Code

Summary of Functions:

Performs complex inspections work on new and reconstructed pavement; subdivision construction measurements and assessments on newly constructed streets, curbs, sidewalks, and other related infrastructure; site development assessments to ensure correct drainage, erosion and sediment-control measures are taken and done in accordance with all necessary permitting and to ensure compliance. Performs complaint investigation and enforcement. Performs all work using appropriate safety procedures. Monitors, evaluates, and conducts a variety of inspection-related activities on civil-construction projects and environmental health issues. Works to enforce all standards, regulations and processes identified in the County Subdivision Order & Design Standards and all applicable laws, policies, procedures, rules, regulations, and statutes. The individual acts as a liaison for communications to the public, developers, and contractors.

Distinguishing Characteristics:

This is the second in a series of two construction/maintenance inspector-related job classifications in this job family. This classification is distinguished by the performance of complex duties assigned. This classification may act as a lead for a crew of inspectors. This classification may require a flexible work schedule in order to meet the needs of the department.

Management Scope: Non-supervisory position, however, may act as a lead worker to Inspector I personnel

Duties and Responsibilities	% of Time	Essential / Non-Essential
1. Oversees the grading, paving, curbing, storm drain installation and erosion control within County maintained roads, as well as the installation, decommissioning and inspection of on-site sewage facilities on private property, by performing onsite inspection and plan compliance reviews through regular communication with contractors, developers, engineers, land owners and other general members of the public.		
2. Supervises and performs inspections for compliance of contracts, regulatory codes, specifications, rules, permits, licenses, standards, policies, and procedures. Reviews plans, specifications, and prepares project estimates. Ensures quality and proper environmental management procedures.		

3. Presents programs to the general public, businesses, civic and community groups regarding program activities, laws, ordinances, policies, procedures, rules, and regulations to enlist community support in meeting desired program objectives, to include the dissemination of information regarding consumer, environmental, and public health activities.

4. Collects and submits information related to activity that may be harmful to human health, the environment or erosion control to the appropriate agencies for investigation, including investigation any illegal dumping, illegal discharge into waters of the state, and other related infractions. This may include collecting evidence and providing testimony for court, hearings, meetings, or other situations related to noncompliance issues.

5. Provides public and contractors with information related to traffic control, road closures, time and date of proposed projects and responds to inquiries and complaints by retrieving records and "as built" notes and conducting related in-depth research; responds to inquiries, complaints and problems from property owners and the general public; resolves them by contacting appropriate organization or person/s for resolution.

6. Works with contractor for testing of compaction, density or pound testing to ensure prescribed asphalt/base/sub-base contents and develops routine specifications for materials, construction, asphalt concrete design, and equipment plans; and performs sub-grade, base estimates to ensure construction compliance with specifications.

7. Reviews plans and specifications of construction work to be accomplished within new subdivisions, commercial districts, and industrial parks, including monitoring work of subdivision, curbs, streets, drainage, streetlights, and traffic control; developing daily trench safety inspections of new construction and reconstruction work sites; and enforcing back-fill requirements.

8. Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and other inspectors.

9. Attends meetings and participates with matrix team and project manager in the development of all key phases of projects, to include conducting construction reviews, verifying plans and inspecting photos/videos of proposed job sites.

10. Performs other job-related duties as assigned.

Minimum Qualifications

Education, Experience and Training:

Associate's degree in a related Engineering discipline **AND** five (5) years of related increasingly responsible inspection work experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License

Preferred:

Certified Erosion, Sediment and Storm Water Inspector (CESSWI); **OR**

Certified Inspector of Sediment and Erosion Control (CISEC); **OR**

Certified Professional in Erosion and Sediment Control (CPESC).

Certified Flood Plan Manager (CFM).

Knowledge, Skills & Abilities:

Knowledge of:

- * Methods and procedures used in inspecting.
- * Federal, state and County rules, regulations, and guidelines related to street maintenance, construction, and drainage, erosion, and sedimentation control measures, and County, State, and/or TXDOT construction regulations and safety codes and Texas Manual on Uniform Traffic Control Devices.
- * Principles, methods, practices and techniques of engineering.
- * Mathematical and statistical methods as used in engineering and planning.
- * Engineering maps and records.
- * Specification preparation, including standard construction and paving materials and equipment requirements
- * Materials sampling and test procedures used in roadway reconstruction or new construction.
- * Calculation of cost estimates for resurfacing projects including materials, supplies, and personnel.
- * Some familiarity and experience with vehicles and construction equipment (to include backhoe, loaders, dump truck)
- * Methods, practices, and techniques of inspections, compliance and enforcement.
- * Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- * Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- * Interpreting written documents, including construction plans, engineered blue prints, specifications, contract provisions and written manuals.
- * Interpreting laboratory test data.
- * Analyzing data, technical engineering data and reports.
- * Applying principles and practices as used in engineering.
- * Adapting approved engineering methods and standards a variety of engineering projects.
- * Using and caring for equipment, tools and testing materials.
- * Operate personal computer using standard office operating software and general office equipment and various software applications.
- * Prepare and maintain records, maintain filing systems, compile, and organize information.
- * Explaining complicated technical problems in simple non-technical language.
- * Problem-solving and technical decision-making for developing effective solutions.
- * Both verbal and written communication.
- * Reading, interpreting, and communicating instructions.

Ability to:

- * Interpret maps, plans, specifications, standards, policies, procedures, and regulatory codes.
- * Perform technical research, calculations, and computations, and prepare plans and reports.
- * Manage time well, perform multiple tasks and organize diverse activities.
- * Convey ideas and concepts verbally and in writing.
- * Perform in a stressful environment while maintaining a professional manner.
- * Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.
- * Demonstrate regular and reliable attendance.
- * Maintain strict confidentiality.
- * Use initiative and independent judgment within established procedural guidelines.
- * Complete projects on time and within budget.
- * Effectively communicate both orally and in writing.

Physical/Environmental Requirements and Other Information:

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools, or machinery. Must be mobile enough to conduct geological site reviews and be able to inspect systems with a high degree of visual acuity and foot control. Requires use of personal protective equipment such as steel toed boots, masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.