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

Summary of Functions:

Performs inspections using appropriate safety procedures. Monitors, evaluates, and conducts a variety of inspection-related activities on civil-construction projects, conducted by county workforces or contractor workforces. The individual acts as a county liaison for communications to the public, developers, and contractors.

Distinguishing Characteristics:

This is the first in a series of two construction/maintenance inspector-related job classifications Road & Bridge job family. This classification is distinguished by the performance of more routine duties assigned. This classification may require a flexible work schedule in order to meet the needs of the department.

Management Scope: N/A

Duties and Responsibilities	% of Time	Essential / Non-Essential
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1. Conducts on-site inspection activities of road resurfacing/reconstruction (or other civil-engineering projects) work in process and completed projects to ensure compliance with plans and contract specifications. Which involves measuring proposed road sites and checking control points for road, utility, and related data; notifies appropriate individuals of any conflicts or discrepancies.		
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2. Checks relocation of utilities and inspects construction sites to ensure appropriate placement of signs and barricades, relocation of utility lines and that safety requirements are met.		
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3. Maintains record of all work produced and pay items to ensure construction projects are completed by the specified time-period; and measures pay quantity for monthly and final estimates.		
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4. 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.

5. Conducts routine monitoring, inspections, investigations, sampling, surveying and proactive patrolling of unincorporated communities to promote public health, safety and erosion control by identifying any and all issues related to threats to public health and safety via failing or potentially failing on-site septic facilities; unpermitted or disallowed grading and drainage activity; and nuisances including trash, waste, debris, unattended brush, weed, and foliage and hazards for compliance with local, state and federal laws.

6. Provides technical interpretation and explanation of information and policies and procedures to the public, County staff and officials, developers, designers, architects, engineers, contractors, and representatives of outside agencies.

7. Keeps abreast of the County permit requirements, performs inspections and coordinates with contractor, developers, engineers, public and/or other agencies to ensure compliance.

8. Maintains applicable database, records and files, including gathers field data for a variety of engineering uses in planning; records of all inspections and ensures construction is in compliance with current county codes, and ordinances; and all required work order document; and prepares specifications for each project, prepares technical and administrative project reports.

9. Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual effort, including providing coverage, if assigned, during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations.

10. Performs other job-related duties as assigned.

Minimum Qualifications

Education, Experience and Training:

Associate degree in a related Engineering discipline **AND** two (2) 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 Local applicable laws, regulatory codes, rules, permits, licenses, practices, standards, policies, and procedures.
- * Principles, methods, practices, and techniques of engineering.
- * Mathematical and statistical methods as used in engineering and planning.
- * Engineering maps and records.
- * TxDOT construction regulations, safety codes and Texas Manual on Uniform Traffic Control Devices.
- * Materials sampling and test procedures used in roadway reconstruction or new construction.
- * Principles and practices related to public works projects and or contract plans, specifications, and estimates.
- * 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, and contract provisions.
- * 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.

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.

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.

Ed. V1.2 December 2020