

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

## **CONSTRUCTION INSPECTOR**

**GRADE: 11**

### **GENERAL DESCRIPTION**

Performs routine semi-skilled and technical construction inspection work for road, street, drainage and other precinct public works projects and programs; coordinates activities and schedules with precinct forces, contractors, precinct administrative staff and other County departments; inspects construction of roads, streets, parks, drainage ditches to assure that the appropriate construction is completed in compliance with the plans, standards, specifications or other special requirements as required. Responsible for all materials and supplies used in the maintenance, construction and repair of County parks.

### **EXAMPLES OF WORK PERFORMED**

Assists in scheduling and coordinating drainage maintenance, park projects and road construction projects;

Maintains a variety of logs and records related to employee, work assignments, and inspection activities;

Compiles information and prepares construction and construction related reports as required;

Assists in estimating costs and recommendations modifications as needed using knowledge of construction principles, and regulations; prepares cost estimates to plan and provide improvements in the Parks facilities; oversees construction projects and park improvements.

Actively pursue grant funds for projects and oversees their administration.

Provides information and responds to inquiries from contractors, property owners, precinct staff, and the general public regarding assigned projects;

Inspects road, parks and drainage construction projects in progress to ensure compliance with plans and specifications

Performs other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum three (3) years of experience in construction management, planning, design, or related field required. Supervisory experience preferred. Graduation from an accredited four-year college or university with a Bachelor's degree in engineering, construction management, management, construction science or related field is generally preferred.

Bilingual preferred (English/Spanish)

### **Certification, License, and Registration**

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by the County's Insurance Carrier

### **Knowledge, Skills, and Abilities**

Knowledge of drainage system design, construction, and/or maintenance practices and standards including construction equipment and materials, pertinent codes, statutes, regulations, and laws affecting assigned projects

Ability to effectively supervise the work of others, establish and maintain effective work relationships with other supervisor staff, employees, outside agencies, and the general public

Skill in using a personal computer and office equipment

MS Word and Excel

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Required to follow all County and Precinct safety policies and procedures

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

