



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **FIELD OPERATIONS INSPECTOR**  
Grade: 09

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs routine semi-skilled and technical inspection work for road, street, drainage and other public works projects and programs; coordinates activities and schedules with County administrative staff and other County departments; inspects equipment and vehicles to insure equipment is properly maintained; may be assigned to maintain and control inventories of supplies and materials.

### **EXAMPLES OF WORK PERFORMED**

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

Maintains asset logs and reports and accounts for all assets

Inspects equipment and insures all equipment and vehicles are in good working condition

Inspects ongoing projects and reports on progress and project issues as required

Provides information and responds to inquiries from contractors, property owners, County staff, and the general public regarding precinct projects as directed

Initiates and maintains a documented and cataloged photographic record of all projects from start to finish;

Coordinates and inspects the completion and reporting of all work orders assigned to the Field Operations Department

Performs other related tasks as assigned

### **EDUCATION AND EXPERIENCE**

Two academic years from an accredited college or university in business administration or related field

Two (2) years of experience in administration, inspection, or related field is required

Two (2) years of related experience may be substituted for one (1) year of education

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## **CERTIFICATES, LICENSES AND REGISTRATION**

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 maintenance practices and management principles

Ability to work with others and to coordinate with others as required to effectively accomplish assigned tasks

Skill in conducting inspections, in determining proper courses of action, and in preparing required reports

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **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.

## **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
- standing 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 County of Hidalgo Accident Prevention Plan and department's safety regulations