



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONSTRUCTION INSPECTOR**
Grade: 11

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 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, drainage ditches to assure that the appropriate construction is completed in compliance with the plans, standards, specifications or other special requirements; reports on the utilization of County forces, equipment and materials for in-house projects; serves as the Precinct coordinator for Urban County Program projects.

EXAMPLES OF WORK PERFORMED

Assists in scheduling and coordinating drainage maintenance 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 recommends modifications as needed using knowledge of construction principles and regulations

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

Inspects on site road or drainage construction projects in progress to ensure compliance with project plans and specifications

Coordinates with the Urban County Program Department on Urban County Precinct projects as required

Employee may be assigned other duties in addition to those listed

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's degree in engineering; construction management, management, construction science or related field

One (1) year of experience in construction management, planning, design or related field required

Supervisory experience

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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license and be able to operate assigned vehicles and equipment

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 designing water, sanitary sewer, and drainage improvement projects

Bilingual (Spanish and English) with the ability to converse fluently in both languages

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