



DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Construction Inspections Supervisor
 DEPARTMENT/DIVISION: Engineering
 REPORTS TO: Civil Division Manager

SUMMARY: Responsible for supervising construction inspection projects to include processing monthly pay estimates, supervising inspectors, coordinating inspection projects with other departments, responding to questions, conducting yearly audits of projects, and closing out projects. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Supervises Construction Inspectors to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Processes contractor monthly pay estimates, which includes: logging requests for payment into applicable database; ensuring contractor quantities are verified; checking the automated financial system to ensure fund availability; routing estimates for necessary approvals; forwarding paperwork for payment; ensuring contractors are paid in a timely manner; and/or, performing other related activities.
- Collaborates with other City departments regarding projects. Provides risk assistance with resident claims on contractors.
- Receives and responds to concerns and/or complaints from contractors, engineers, departments, business owners, homeowners, citizens, and/or other interested parties.
- Performs project audits, which includes: documenting, compiling, and analyzing project information on an annual basis; reports compiled information to Finance for inclusion in the City's total value of infrastructure; and/or, performing other related activities.
- Supervises on-site work to monitor the daily activities of construction contractors and ensure that the quality of the work being performed meets plan designs and the City's design standards and specifications.
- Supervises and participates in the review of project plans and specifications.
- Supervises and participates in the maintenance of a variety of records related to inspections, including as-builts, drawings, files, forms, and/or other related records.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over Construction Inspectors.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of civil construction principles and practices;
- Knowledge of various types of construction;
- Knowledge of construction design standards;
- Knowledge of design, surveying, and construction of paving, drainage, and utility projects;
- Skilled in supervising subordinate staff;
- Skilled in providing customer service;
- Skilled in estimating construction projects;
- Skilled in reading and interpreting blueprints, schematics, and/or other related construction documents;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in interpreting, applying, and explaining applicable laws, codes, ordinances, specifications, standards, rules, regulations, policies, and procedures;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Four years of progressively responsible construction inspection experience, including one year of lead experience.
- Requires a valid State of Texas Driver's License.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is performed in close quarters, high and precarious places, and near moving mechanical parts.
- Occasional exposure to vibrations, fumes, airborne particles, and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.