



<b>DATE</b>	April 28, 2020
<b>JOB CODE</b>	
<b>FLSA</b>	NE
<b>EEO</b>	

JOB TITLE: Public Works Inspector  
DEPARTMENT/DIVISION: Public Works Department  
REPORTS TO: Contract Administrator / Public Works Mgr.

**SUMMARY:** Responsible for providing technical expertise in conducting complex inspections and lead work in support of the Public Works Department and the city’s Capital Improvements Program. Duties include: perform inspections on various construction projects as needed, oversee all residential project management, exercise technical and functional supervision over contractors, develop and implement policies and procedures. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Prioritizes and assigns workload to the contractors to facilitate the efficient use of time and resources.
- Communicates special instructions to contractors regarding project contracts or conditions.
- Supervises contractor activities of CIP and residential projects by all Contractors and records progression of the projects and coordinates acceptance with other city departments.
- Coordinates safety meetings if applicable.
- Develop, communicate and monitor policies, procedures and standards for the department; recommending improvement when necessary.
- Receives and responds to concerns and/or complaints from contractors, engineers, and other interested parties.
- Provide technical construction guidance to other inspectors and the general public as necessary.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervisory responsibility over contractors.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of construction inspection techniques;
- Knowledge of public works maintenance principles;
- Knowledge of construction materials testing procedures;
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in scheduling and coordinating meetings and other related group processes;
- Skilled in managing projects;
- Skilled in providing customer service;

- Skilled in conducting field inspections;
- Skilled in mediating hostile situations;
- Skilled in performing mathematical calculations;
- Skilled in maintaining records;
- Skilled in reading and interpreting construction plans, drawings, specifications, and special provisions;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining laws, codes, rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in maintaining sensitive and confidential information;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Two years lead or supervisory experience.
- Requires a valid State of Texas Driver's License.

**PREFERENCES:**

- 4 years of Construction Management or another related field.

**WORKING CONDITIONS: (Example)**

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in both standard office and outside environments, with potential exposure to adverse weather conditions.
- Work is performed in high and precarious places and near moving mechanical parts.
- Regular exposure to risk of vibration, fumes, and airborne particles.

**CONDITIONS OF EMPLOYMENT:**

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