

## HAYS COUNTY JOB DESCRIPTION

Job Code: 1045  
Grade: 112  
FLSA: Nonexempt  
Safety Sensitive

Prepared by: Road & Bridge & Personnel  
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### **INSPECTOR (Construction and Environment)**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Summary**

Under limited supervision, the Inspector oversees the inspection of all development within the public right-of-way in Hays County to ensure construction and environmental codes and standards are met. The Inspector uses professional skills and knowledge to perform a wide range of technical methods and techniques to develop procedures, principles, concepts and methodology. The work involves treating a variety of problems, and situations including interpreting information and refining methods. This position affects Hays County policy, the well being of other persons, the general public, and organizations as a whole.

#### **Responsibilities**

- Performs inspections of all construction within the public right-of-way in Hays County, including subdivision construction, road improvement construction, driveway construction, utility construction, and other street cuts.
- Reads and interprets construction plans and blue prints.
- Performs basic surveying duties on County projects.
- Inspects and approves construction during all phases.
- Verifies that construction follows the approved plans.
- Supervises soils and compaction tests.
- Observes and approves geo-technical testing.
- Issues utility and driveway permits.
- Verifies that appropriate construction methods are used.
- Issues stop work orders and changes orders when necessary.
- Ensures that street and sidewalk repairs meet County codes and standards.
- Reviews and approves pay estimates for county projects.
- Monitors, oversees and approves work performed by contractors on County projects.
- Provides technical assistance and education to citizens, community, and special interest groups, and developers on environmental and engineering codes, requirements, and regulations.
- Provides testimony for enforcement cases.
- Initiates enforcement actions for non-compliance with environmental and drainage regulations.
- Performs site investigations and evaluates best management practices for erosion and sedimentation control and tree preservation and for compliance with landscape and tree ordinances.
- Performs other duties as assigned.

#### **Knowledge Required**

- Exceptional knowledge of Hays County Transportation Department regulations, policies and procedures preferred.
- Exceptional knowledge of applicable federal, state and local laws, policies and regulations related to traffic codes, standard transportation specifications, and storm drainage.
- Exceptional knowledge of methods, principals, and practices of street maintenance and construction.
- Exceptional knowledge of methods, principals, and practices of street inspections.
- Proficient knowledge of general street, drainage and bridge engineering standards and practices.

- Proficient knowledge of principles and practices of supervision.
- Proficient knowledge of document preparation.
- Proficient knowledge of construction related equipment.
- Exceptional knowledge of customer relations.

#### Required Skill

- Exceptional skill in reading, understanding, interpreting, and following federal, state, and local laws, regulations related to street maintenance and construction, and environmental compliance.
- Exceptional skill in conducting inspections of road construction projects.
- Exceptional skill in oral communications both one-on-one and in group situations.
- Exceptional skill in reading and interpreting plans and blue prints.
- Professional skill in developing and maintaining effective interpersonal relations.
- Exceptional skill in negotiating and persuading individuals.
- Exceptional project management skills.
- Exceptional skill in establishing and maintaining effective working relationships with supervisors, co-workers, vendors, contractors, outside agencies, and the public.
- Exceptional skill in telephone etiquette and customer relations.
- Proficient skill in written communications for administrative and technical purposes.
- Proficient skill in document preparation related to road and bridge operations.
- Proficient skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Proficient skill in operating tools and equipment used in road construction inspection, such as surveying equipment, depth probes, pick-up trucks and cameras.
- Proficient organizational skills.

#### Education and/or Experience

**An equivalent combination of education and experience may be substituted on a year for year basis.**

- Requires a High School Diploma or GED.
- Prefer Bachelor's Degree or equivalent training in the area of civil engineering, construction management, or related field.
- Requires two years experience in road construction or conducting environmental inspections and studies.

#### Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Ability to maintain continuing education requirements for the State of Texas.
- NICET level certification in Highway Construction preferred.
- Certification with Texas Asphalt Pavement Association preferred.
- Certified Professional in Erosion and Sediment Control preferred.

#### **Supervision**

- Generally none.

#### **Guidelines**

The Inspector uses judgment in interpreting and adapting guidelines such as Hays County and Transportation Department policies, local, state and federal regulations, established precedents, and work directions. This employee must use initiative and resourcefulness in deviating from traditional methods or in researching to develop new methods or policy. The Inspector may recommend changes or improvements in the guidelines. This position must have a strong work ethic. The Inspector must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. Must be available to communicate during working hours.

#### **Emotional Demands**

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public and the Hays County departments. The Inspector meets with contacts in both a structured and unstructured setting at either a Hays County facility or jobsite and routinely interacts with individuals in an open setting. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative. This employee must negotiate and persuade to receive information.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Strenuous physical exertion, which may include standing for long periods of time, and walking over rough surfaces for extended periods.
- Recurring bending and crouching, stooping, stretching, and lifting moderately heavy equipment.
- Requires physical characteristics and abilities above average agility and dexterity.

**Work Environment**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee regularly travels to various inspection sites, and is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; explosives; uneven terrain; agitated and/or violent individuals; environmental hazards; animals; infectious diseases; stressful or high risk conditions; and risk of radiation. The noise level in the work environment is usually moderate to loud.

**Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: