

Hidalgo County Regional Mobility Authority
Job Description

CONSTRUCTION INSPECTOR

FLSA Classification: Non-Exempt Effective Date: 07/28/2015
Reports to: Construction Engineer

Department: HCRMA

JOB SUMMARY:

Oversees inspection of construction methods and workmanship to ensure contractors build roadways, bridges, traffic signals, and related appurtenances in accordance with plans and specifications. Leads the work of technical employees. Responsible to a licensed professional engineer who has full authority for final approval of all engineering/construction related work. Work requires contact with other governmental agencies and private entities to include contractors. Employees at this level are virtually self-supervising and assume direct accountability for the work product.

ESSENTIAL JOB FUNCTIONS:

1. Ensures contractors build roadways, bridges, highway structures and related appurtenances in accordance with plans and specifications.
2. Ensures contractors turn in monthly estimates in an accurate and timely manner to facilitate payments to contractors.
3. Consults with Project Engineers and contractors' superintendents on work progress and construction problems; reviews equipment utilization data and time/cost estimates.
4. Resolves differences in interpretation of plans and specifications.
5. Assist Project Engineers in determining the number of inspectors needed on assigned projects.
6. Ensures adequate levels of equipment and materials are assigned to projects; ensures material test are performed and materials meet required standards.
7. Monitors project phasing and traffic control plans and ensures adherence to approved safety standards.
8. Inspects complex maintenance and construction-related work to include hot mix overlay to ensure compliance with safety laws and regulations, contract specifications and departmental procedures.
9. Check materials used on site against materials specified.
10. Check construction for proper procedures (i.e. safety, OSHA, TCEQ, EPA, etc.)
11. Supervise all construction materials testing performed at construction sites.
12. Maintain records of material and/or construction quantities.
13. Maintains a daily activity log of work in progress and status of completion.
14. Inspects barricades to ensure compliance with standards.
15. Inspects traffic control devices and their placement at construction project sites for compliance with specifications for devices; safety laws, rules and regulations and the Texas Manual on Uniform Traffic Control Devices.

16. Reviews/assists in the development of traffic control plans, coordinates with law enforcement agencies, monitors land closures at construction sites, documents changes in traffic control setup and coordinates with the Public Information Officer.
17. Calculates payment due contractors for work completed
18. Oversees construction record-keeping activities; recommends payments to contractors; recommends change orders, extra work orders/supplemental agreements; reviews proposed change orders submitted by consultants; prepare reports.
19. Conducts project reviews with Texas Department of Transportation and/or Federal Highway Administration Representatives.
20. Coordinates with engineers on monthly and final estimates, field changes, supplemental agreements, extra work orders and revised estimates of quantities.
21. Trains less experienced inspectors on work methods.
22. Attends pre-construction meetings and answers questions from contractors and other attendees.
23. Oversees preparation of final estimates.
24. Assure all required permits are obtained by the contractor.
25. Assure all required licenses are maintained by contractors where applicable.
26. Maintain record of As-Builts with final quantities.
27. Review and approve Construction Material Testing results.
28. May assist in planning and coordinating office operations.
29. Perform other job related tasks as required.

ADDITIONAL DUTIES:

1. Assists with other assignments in the department when requested.
2. Work schedule may include shift work, working evening, weekend hours, and/or holidays to maintain project schedules.

MINIMUM JOB REQUIREMENTS:

1. Job requires an accredited high school diploma or GED equivalent.
2. A Bachelor Degree, College education in engineering or technical training in construction, construction inspection, design, or drafting is preferred.
3. Must have at least four (7) years of work experience with engineering/construction inspection activities.
4. Certified in Texas Department of Transportation Local Government Project Procedures.
5. Job requires a valid Texas Class C Drivers License.
6. Must be able to communicate (speak, read and write) proficiently in the English and Spanish.
7. Read and interpret plans, specifications, schematics, blueprints, and maps.
8. Perform calculations using algebra, trigonometry, and geometry.
9. Must possess above-average customer service skills to assist public in a tactful and diplomatic manner.
10. Required to serve a minimum probationary period of at least six (6) months. The probationary period may be extended by the Executive Director, or designee, but shall not exceed one (1) year.
11. Must be punctual and dependable.

JOB FACTOR RATING

SUPERVISION:

Employee is under general supervision.

EQUIPMENT:

The Authority will provide safety equipment and necessary tools to perform job duties. Hand held radio will be assigned to Inspectors.

WORKING CONDITIONS:

Work is primarily outdoors with a 5-day, 40-hour week. Frequent overtime, work on weekend or after hours (i.e. night time, graveyard, etc.) as required. Construction hazards exist that may result in lost time, accident, exposure to soiling of clothing and skin surfaces. Work involves normal weather changes.

PHYSICAL DEMANDS:

Moderate physical effort involves walking on construction sites, driving and climbing.

JOB STANDARDS:

Knowledge of construction of infrastructure. Ability to communicate both orally and in writing, and deal with the public in a courteous manner.

DEADLINES:

If not met it will affect both the internal and the external operation of the Authority.

INTERACTION WITH OTHERS:

Has on-the-job contacts requiring frequent exchanges of information with employees of other departments or occasional contacts with outside companies or agencies. Frequently have contacts that require interaction with outside companies or agencies. Many of the contacts require stating the Authority's policy on the inquiry involved.

IMPACT OF DUTIES:

Advance: Involves duties that affect serious or controversial matters that could greatly affect future organizational climate and work flow. The duties of this nature are highly significant and frequent. Duties deal with well-established policies and procedures. Demands quick, independent judgment to meet unexpected and/or serious development. Decisions frequently affect entire organization.

CONFIDENTIALITY OF WORK:

Disclosure of any of these data would result in only a minor effect upon the internal or external relationship since it would cause only a small amount of friction. Discretion and integrity are recognized requirements for the job.

CONSEQUENCE OF ERROR:

Responsibility for high factual accuracy or the exercise of sound judgment. Thoroughness and reliability are essential because of the detailed nature of the work. Mistakes may cause considerable financial loss and loss in prestige by the Authority in its dealing with others. Probable errors may involve the approval, on a department or divisional basis, of data previously prepared by others, or the final development and/or administration of the Authority's policy.

HAZARD:

This is a High Hazard Environment due to the complex construction methods and heavy equipment used. Exposure to motoring traffic is also a hazard. Proper use of personal protective equipment and strict adherence to safety policies and procedures is required. Work having minor health hazards, such as abrasions, cuts, etc., can also be expected.

THE ABOVE DUTIES DESCRIBE THE MAIN FUNCTIONS OF THE JOB AND IS NOT TO BE CONSIDERED A DETAILED DESCRIPTION OF EVERY DUTY OF