



CALDWELL COUNTY

Job Description

Job Title: Construction Inspector
Department: Unit Road

Salary: \$50,191.00

Location: 1700 FM 2720
Lockhart, TX 78644

FLSA Status: Non-Exempt (Full time)

*Applications will be accepted until the position is filled.

* Please return job application to Caldwell County Human Resources, 1st floor Caldwell County Courthouse, or you can email a PDF version to kristianna.ortiz@co.caldwell.tx.us. Address: 110 S. Main Street, Lockhart, TX, 78644 & Phone: 512-359-4662

SUPERVISION RECEIVED

Works under the general supervision of the Caldwell County Unit Road Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Performs inspections of all construction within the public right-of-way in Caldwell County, including subdivision construction, road improvement construction, driveway construction, utility construction, and other street cuts.
- Inspects and approves construction during all phases.
- Verifies construction follows the approved plans.
- Supervises soils and compaction tests.
- Observes and approves geo-technical testing.
- Verifies that appropriate construction methods are used.
- Issues stop work orders and change orders when necessary.
- Ensures that streets meet County codes and standards.
- Reviews construction plans for county projects.
- Monitors overseas, 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.
- Meets with Road Administrator and contractors as needed to discuss issues related to quality control.
- Provides testimony for enforcement cases.
- Initiates enforcement actions for non-compliance with environmental and drainage regulations.
- Performs site inspections for erosion and sedimentation control
- Performs other duties as assigned.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the director.

EDUCATION and/or EXPERIENCE

Requires a High School Diploma or GED.

Preferred education or training in the areas of construction management, soils, concrete or related fields.

Requires two years' experience in road construction inspections.

OTHER SKILLS AND ABILITIES

Bi-Lingual Preferred but not required

Ability to read and understand Blueprints

Preferred education or training in the areas of construction management, soils, paving, concrete or related fields.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of "At Will" employment, and under no circumstances is this a contract for employment.

Caldwell County is an Equal Opportunity Employer