



## City of Irving Job Description

### Senior Engineering Inspector

---

<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Capital Improvement Program (CIP)
<b>Job Code:</b>	K452	<b>Reports To (Job Title):</b>	Engineering Inspections Supervisor or Senior Civil Engineer

---

#### PURPOSE

To oversee and visually inspect the installation and construction of bridges, utilities, streets, and storm water projects, including coordinating testing of materials and finished products, logging daily activity for each project, estimating construction progress for payment, providing expertise for complex projects, and overseeing department in absence of supervisor.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Conduct daily inspections of assigned projects to ensure compliance by contractor with plans, specifications, contract provisions, franchise utilities requirements, and state and federal laws.
- Prepare and verify accurate daily reports and diaries of assigned projects, including verifying schedules, reporting on deviation or discrepancies in plans or work, and coordinating other contractor work.
- Answer questions and assist with dispute resolution among engineering inspectors and developers, contractors, engineers, and the general public.
- Guide and provide expertise to Engineering Inspectors for complex projects.
- Assume responsibility of unit supervisor in his/her absence.
- Prepare monthly and final construction estimates for payments due to contractors.
- Monitor assigned projects for proper installation and maintenance of all required safety devices and procedures in order to minimize hazardous conditions affecting the workers and the general public.
- Attend meetings about public works projects with City employees, officials, and residents
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Coordinate and monitor various quality assurance tests performed at job site, including collecting samples, scheduling laboratory testing, and interpreting results.
- Occasionally reviews capital improvement project plans prior to bid solicitations to provide constructability input.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 8 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Monitor budgets for individually assigned CIP projects

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade *plus* some related college or vocational training.

### **EXPERIENCE**

- A minimum of three (3) years of public works construction project experience is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license.
- Appropriate water and wastewater certifications from the Texas Commission on Environmental Quality (TCEQ).
- Railroad Safety certification.

### **KNOWLEDGE OF**

- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Public Works Construction: Engineering and other materials, methods, laws, and tools to safely and accurately complete public works construction projects.

### **SKILLS AND ABILITIES IN**

- Functional Supervision: Motivating, developing, and directing people as they work.
- Identification of Key Causes: Identifying the causal factors that must be changed to achieve a goal.
- Active Listening: Effectively structuring questions, answering, and listening interactions, which involves asking questions appropriate to understand information or ideas presented.

- Oral Expression: Communicating information or ideas in speaking so others will understand. This includes communicating construction status and issues to a variety of people, ranging from the general public to construction contractors, professional, technical, and non-technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Technical Comprehension: Reading and understanding engineering blueprints, drawings, and specifications.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Applied Problem Solving: Dealing with problems involving multiple concrete variables in standardized situations.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

Frequently interacts with Water Utilities, Traffic, Parks & Recreation, Police, Fire, Code Enforcement and Building Inspections. Often will interact with outside agencies such as Dallas County, Railroad, TxDOT's engineering inspectors, private developers, flood control districts, engineering laboratories, engineering design firms and residents.

## **EQUIPMENT AND PROPERTY**

Personal computer, copier, fax, cell device, digital camera and automobile.

## **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.\*

The employee constantly is required to listen, see, and smell. Frequently, s/he is required to balance, carry, climb, drive a vehicle, grasp, handle, feel, lift up to 25 pounds, reach, sit, stand, talk, and/or walk. Occasionally, s/he must crawl, kneel, pull, push, and/or stoop. In rare instances, s/he must run. Specific vision abilities required by this job include close vision and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to outside weather conditions, a dirty environment, electrical hazards, traffic, and/or noise. Occasionally, s/he is exposed to moving parts; extreme vibration; blood-borne pathogens; confining work space; air contamination; high precarious work places; improper illumination; moving mechanical parts; and toxic and/or caustic materials. In rare instances, s/he is exposed to violence. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.