



## City of Irving Job Description

### Engineering Inspector

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Capital Improvement Program
<b>Job Code:</b>	K532	<b>Reports To (Job Title):</b>	Engineering Inspections Supervisor or Senior Civil Engineer

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#### **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, and estimating construction progress for payment.

#### **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, which includes verifying schedules, reporting on deviation or discrepancies in plans or work, and coordinating other contractor work.
- Prepare monthly and final construction estimates for payments due to contractors.
- Answer and resolve questions and disputes from engineers, contractors, developers, and the public concerning assigned projects.
- 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.
- Respond to and assist with the resolution of difficult and sensitive citizen inquiries and complaints.
- 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.
- Oversee end-of-maintenance bond inspections.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **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 one (1) year 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 one year after hire.
- 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**

- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- Identification of Key Causes: Identifying the things that must be changed to achieve a goal.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Responsive Engagement: Actively listening and communicating orally the construction status and issues to a variety of people ranging from the general public to construction contractors, to 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.

- Technical Problem-Solving: Dealing with problems involving several concrete variables in standardized situations.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers, which involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **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 grasp, handle, feel, listen, see, and/or smell. Frequently, s/he is required to balance, carry, lift up to 25 pounds, stand, talk, walk, pull and/or push. Occasionally, s/he must lift up to 50 pounds, drive a vehicle, kneel, pull, push, and/or stoop. In rare instances, s/he must crawl, lift up to 100 pounds, and/or 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, the employee 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, the employee 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.