



## City of Irving Job Description

### Engineering Inspection Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Capital Improvement Program Department
<b>Job Code:</b>	34251	<b>Reports To (Job Title):</b>	City Engineer

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#### PURPOSE

To supervise and coordinate work activities for engineering inspectors and to oversee and conduct inspections of progress, workmanship, and materials used in a variety of public works projects to ensure conformance with plans, specifications, and departmental regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Interview, hire, monitor, and evaluate Engineering Inspectors, which includes providing training and oversight to ensure safe and accurate inspections, evaluating employees and working with them to correct deficiencies, and implementing discipline up to and including termination.
- Review City Public Works project plans prior to bid offerings to minimize change orders and optimize project safety, including reviewing plan amendments.
- Meet with City officials, engineers, contractors, and consultants regarding plans, constructability, and pending legal action.
- Maintain administrative records for staff members, including records of personal hours, sick time, vacation hours, and overtime.
- Act as department Safety Officer, including conducting safety meetings with inspectors.
- Assist with dispute resolution among engineering inspectors and developers, contractors, engineers and the general public, including assistance with negotiations of potential or actual contract overruns.
- Participate in providing or coordinating staff training.
- Perform on-site engineering project inspections as necessary.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Assist with local disaster response as appropriate, when assigned to Emergency Response.

#### SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 10 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and administer a work unit budget of \$100,000.00 annually.

## **QUALIFICATIONS:**

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

### **EDUCATION**

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

### **EXPERIENCE**

- A minimum of six (6) years of public works construction project experience is required, including one (1) year of supervisory experience.

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

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

### **KNOWLEDGE OF**

- Management and Supervision: Division Standard Operating Procedures, personnel motivation, oversight, and evaluation.
- 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.
- Budget Management: Developing plans and budgets; comparing them against actual activity. In particular, monitoring project budget monitoring during projects' construction phase.

### **SKILLS AND ABILITIES IN**

- Feasibility Analysis: Reading and visualizing the constructability of engineering design plans and specifications. Identifying constructability issues during design and construction phases.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Written and Oral Expression: Communicating orally and in writing 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.
- Process Assessment: Developing process improvements to make work unit more efficient.

- Productivity / Workload Optimization: Managing and allocating work unit personnel to projects strategically to maximize construction inspections.
- Persuasion: Convincing others to consider approaching unique construction issues differently.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **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**

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 and see. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, reach, sit, stand, talk, and/or walk. Occasionally, s/he must lift up to 10 pounds. In rare instances, s/he must climb, crawl, kneel, lift up to 25 pounds, pull, push, run, smell, and/or stoop. 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 occasionally is exposed to outside weather conditions, extreme vibrations, confining work space, dirty environment, electrical hazards, air contamination, improper illumination, moving mechanical parts, noise, toxic or caustic materials, and/or 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.