



JOB DESCRIPTION

Construction Inspector

FLSA STATUS: Non-Exempt

REPORTS TO: Project Manager

EFFECTIVE DATE: 06/2018

SUMMARY

This position is responsible for inspection of water and wastewater construction projects. The position requires considerable attention to detail and a thorough knowledge of water-wastewater design, permitting, construction management, and environmental issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review proposed designs for projects.
- Perform daily field inspections of projects under construction.
- Maintain daily reports detailing work conditions, progress, and deficiencies.
- Ensure compliance with contract documents, federal, state, and local regulations.
- Maintain and comply with construction schedules.
- Manage contractor Requests for Information (RFI), Change Orders (CO), and Requests for Proposals (RFP).
- Review submittals and O&M manuals.
- Track testing compliance.
- Certify monthly contractor partial pay requests.
- Review drawings, specifications, permits, and other items related to projects.
- Maintain as-built record drawings.
- Prepare punch lists for substantial and final completion of projects.
- Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES

- This position requires well developed organizational and time management skills and the ability to perform duties with minimal supervision.
- Employ sound judgment; think and communicate coherently and logically; and employ deductive and inductive reasoning.
- Communicate effectively with individuals and groups using oral, visual, and written means.
- Ability to tailor communication to the intended audience (e.g. internal staff, contractors, suppliers, engineers, developers, customers, governmental entities, etc.).

- Read, type, legibly write, and accurately interpret complex technical material written in English (e.g. Material Safety Data Sheets, legal contracts, design calculations, design drawings and specifications, etc.); read such written material in small print.
- Read, analyze, and interpret scientific and financial studies and reports written in English.
- Operate a calculator and perform basic mathematics (e.g. algebra, physics, geometry, etc.).
- Perform basic surveying (e.g. coordinate geometry, differential leveling, etc.).
- Operate a personal computer, with typing proficiency (e.g. Adobe Acrobat Pro, Outlook, Word, Excel, etc.).
- Operate a motor vehicle with either automatic or manual transmission.
- Respond to emergencies involving GBRA facilities at any time without delay, work long hours as necessary.

EDUCATION/CERTIFICATIONS

Education:

College degree in construction management, engineering, or related technical field is preferred. Five years of relevant experience may be substituted for education.

Registrations and Licenses:

1. Valid Texas Driver's License with acceptable M.V.R., must be able to remain insurable under GBRA's vehicle liability policy
2. Within first year of employment, obtain Class D water and wastewater operator licenses.

EXPERIENCE & SPECIAL REQUIREMENTS

Five years of experience in construction management, permitting, and design of water-wastewater projects. The applicant must have a thorough knowledge of materials, methods, and techniques involving construction of water-wastewater facilities.

Approximately 50 percent of work is indoors; 50 percent is outdoors and may be in inclement weather. The work may require extended periods of overtime. Travel varies depending upon project, but at times will involve overnight stay.

MANAGERIAL RESPONSIBILITIES

None.

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

Wear personal protection equipment as outlined in the employee Safety Manual. Enter and work in confined spaces, as defined by OSHA. Perform basic first aid and CPR. Climb up and down vertical ladders up to 20 feet. Be able to lift 50 pounds chest high. Must be able walk several miles in a day across rough terrain.

WORK ENVIRONMENT

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

ACKNOWLEDGEMENTS

Employee Signature

Date

Executive Manager Signature

Date

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or to change duties, and education/experience/skills requirements of the position at any time.