



## DALLAS COUNTY JOB DESCRIPTION

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<b>Job Title:</b>	Construction Inspector	<b>Job Code:</b>	811800	<b>Job Grade:</b>	DM
<b>Reports To:</b>	Senior Construction Inspector	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Public Works	<b>Loc. Code:</b>	3330072	<b>SIC Code:</b>	9532
				<b>WC Code:</b>	8810
<b>Division:</b>	Engineering and Construction	<b>CS Code:</b>	C	<b>EEO Code:</b>	C02

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**Summary of Functions:** Inspects construction sites to ensure compliance with all regulations, plans and specifications.

**Management Scope:** N/A

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Inspects all phases of construction to ensure compliance with plans and specifications, and assists project manager in final inspection of completed projects.	25	E
2. Checks relocation of utilities and inspects construction sites to ensure appropriate placement of signs and barricades, relocation of utility lines and that safety requirements are met.	25	E
3. Maintains record of all work produced and pay items to ensure construction projects are completed by the specified time period; and measures pay quantity for monthly and final estimates.	15	E
4. Prepares job progress reports, verifies and completes cost estimates, verifies contractor submittals and downloads appropriate weather and environmental data.	15	E
5. Attends meetings and participates with matrix team and project manager in the development of all key phases of projects, to include conducting construction reviews, verifying plans and inspecting photos/videos of proposed job sites.	10	E
6. Assists with public meetings regarding projects and resolves complaints from property owners and the general public.	05	N
7. Performs other duties as assigned.	05	N

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**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelors Degree from an accredited college or university in Construction, Engineering or other job related field of study.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Thorough knowledge of roadway plans and specifications. Must possess a valid Texas Driver's License, with a good driving record. Must pass an extensive background investigation. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and alcohol testing during employment.

Physical/Environmental Requirements:

Ability to lift weights of 50 lbs. or more, assisted, to aid laboratory technician in sampling and testing materials. Physical dexterity required to traverse construction sites.

Hay Points/Point Factor:

KH: D12 - 175, PS: D3 (33%) - 57, AC: D2C - 66, Total: 298, Profile: +1, KH/PS/AC: 59-19-22

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 7/2004; 6/15/2015

Approved by Civil Service Commission on

Date 8/16/2004;6/15/15

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.