



# WALLER COUNTY JOB ANNOUNCEMENT



|                 |                          |               |                   |                |                   |
|-----------------|--------------------------|---------------|-------------------|----------------|-------------------|
| Position Title: | <b>CULVERT INSPECTOR</b> |               |                   |                |                   |
| FLSA Status:    | <b>NON-EXEMPT</b>        | Min. Pay Rate | <b>\$15.50/hr</b> | Max. Pay Rate: | <b>\$17.00/hr</b> |

### Essential Functions:

1. Determine the elevation, grade and provide grade stakes of the culverts prior to installation.
2. Assists in issuing driveway permits and determine the size of drainage pipes for driveways.
3. Troubleshoot roadside drainage problems.
4. Inspects roadside drainage issues and reports problems for the creation of work orders.
5. Estimate and gather information needed to complete assignments.
6. May have to operate light and heavy equipment.
7. Performs all culvert installation inspections.
8. Ensure the adherence to safe work practices and procedures.
9. Assists with survey-related work.
10. Performs other duties as assigned.
11. Consult with Road Superintendent and other relevant parties regarding projects, equipment and services performed and provided.
12. Respond to public inquiries in a respectful and courteous manner; provide information within the area of assignment; resolve complaints in an efficient manner.

### Position Specifications:

Requires the following:

1. Graduation from High School or General Education Development (GED) certificate.
2. Must have a valid Texas driver's license, Class C.
3. CDL, preferred.
4. Knowledge of operations, services and activities of road maintenance and construction.
5. Principles of communication and providing good customer service.
6. Knowledge of road maintenance techniques.
8. Knowledge of occupational hazards and standard safety practices necessary in the area of work assigned.
9. Knowledge of County policies, procedures and issues.
10. Knowledge of applicable laws, regulations, codes and department policies governing assigned duties.
11. Knowledge of the operation and maintenance requirements of power-driven equipment.
13. Knowledge of traffic laws, ordinances and rules involved in light and heavy equipment operations.
14. Understand and follow oral instructions.
15. Severe weather alert -Required to be on-call 24 hours a day; may be required to work more than 40 hours during the workweek.

Working Conditions: Working conditions are primarily outside; with exposure to various weather conditions, exposure of noise, grease, dust and dirt; traveling from site to site; working in and near water including creeks and ditches; confined work spaces; slippery and uneven surfaces, extremely loud noises; hazards associated with traffic control and working in or near traffic and inclement weather.

Individual Office/Department Conditions: Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by County Treasurer Office. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

Applications are available at the Road and Bridge Department, 775 Business 290 East, Hempstead, Texas or on the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us).

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

**NO PHONE CALLS – ALL APPLICANTS WILL NOT BE INTERVIEWED.**

*The above statements are intended to describe the general nature and level of work being performed by people 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. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.*