



WALLER COUNTY JOB DESCRIPTION



Class Title: Engineering Inspector
Road and Bridge Title: Inspector
FLSA Status: Non-Exempt
Employee ID:
Approved Date:

Department: Road and Bridge
Pay Grade: 107: \$25/hr
Employee Name:
Reports To: Assistant County Engineer (Mobility)

SUMMARY

The Engineering Inspector, is responsible for assisting the Assistant County Engineer in the: inspection of construction in Waller County; investigation and notification for compliance with Waller County Residential and Non-Residential Codes and Regulations; assists with permitting Utility work within Waller County Right-Of-Way (ROW), and assists with county road acceptance process. Under general supervision, the Engineering Inspector may perform other duties as assigned, including but not limited to, project documentation, road inspection and assessment, and responding to and resolving sensitive inquiries and complaints.

SUPERVISION RECEIVED

The Engineering Inspector reports to the Assistant County Engineer (Mobility) and provides current documentation of field conditions in the County.

SUPERVISION EXERCISED

Direct Reports – None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedule and conduct construction inspection of permitted construction including inspection of: ongoing non-residential construction, non-residential culvert inspection, subgrade, rebar, substantial completion and final acceptance inspections of non-residential driveways and future Waller County roads.
- Review and approve ongoing and final subgrade and paving testing, observation reports, and road logs.
- Inspects County Construction Projects and provides monthly quantities, estimates, and total percentages of bid items for payments to be made.
- Conduct and provide field observations as necessary.
- Create documents for County Engineer signature and county road log for Commissioners Courts acceptance of proposed new Waller County roads.
- Conduct residential, non-residential, floodplain, and driveway code compliance investigations.
- Assist and coordinate with the County Environmental Department for code compliance.
- Assist with collection and documentation of code violations.
- Assist in receiving, reviewing, and coordinating “Waller County ROW Permits”
- Review, approve, and inspect Traffic Control Plans.
- Receive, review, permit, log, and inspect applications for Utility Permits.
- Respond to citizen inquiries and receive complaints on public work projects and drainage issues.
- Train and communicate with staff regarding permitting, construction inspection, and compliance processes.
- Performs related duties as required.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Highschool Diploma or equivalent.
- Experience in Construction/Construction Inspection.
- Experience with various computer applications (CAD, word processing, spreadsheets, GIS)
- Must be professional, dependable, resourceful, and able to work independently.
- Must have a valid Texas driver’s license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret engineering plans, specifications, and testing reports.
- Knowledge of computers and familiar with CAD and GIS software.
- Knowledge of engineering and construction practices.
- Ability to communicate with diverse groups of individuals utilizing tact and diplomacy.
- Ability to establish and maintain effective working relationships with co-workers, County employees, other agencies, and the general public.

CERTIFICATIONS, LICENSES & REGISTRATIONS

- Texas Class C Driver’s License (Required)

TOOLS AND EQUIPMENT USED

- Computer
- Smart Phone/tablet
- Camera
- Level
- Temperature gauge
- Other inspection tools and equipment as needed

WORKING CONDITIONS

- Physical requirements include frequent lifting/carrying of 25-35 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.
- 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.
- Subject to being on-call during emergency weather conditions; may be required to work more than 40 hours during the work week.

APPLICATIONS

Send Cover Letter and Resume to l.fortkamp@wallercounty.us and d.winslow@wallercounty.us

Signature of employee: _____

POSITION DESCRIPTION & ANNUAL PERFORMANCE REVIEW TRACKING

Date of Performance Review	Initials of Supervisor/Employee