



# WALLER COUNTY JOB ANNOUNCEMENT



|                 |                              |               |                   |                |                   |
|-----------------|------------------------------|---------------|-------------------|----------------|-------------------|
| Position Title: | <b>Maintenance Inspector</b> |               |                   |                |                   |
| FLSA Status:    | <b>NON-EXEMPT</b>            | Min. Pay Rate | <b>\$17.50/hr</b> | Max. Pay Rate: | <b>\$25.40/hr</b> |

### **Summary:**

The Maintenance Inspector inspects construction methods and workmanship to ensure contractors build roadways, bridges, traffic signals, airports and related structures in accordance with plans and specifications. Acts as county representative regarding work progress and problem resolution. May serve as the only inspector on a construction project or assist in overseeing construction inspection activities for very large and/or complex projects within a district. Work requires contact with contractors. May perform materials tests and manufacturing process inspections at fabrication sites. Employees at this level follow standard practices that do not require frequent supervision of details.

### **Essential Functions:**

1. Analyzes procedures to identify deficiencies and recommends improvements to management.
2. Attends pre-construction meetings and answers questions from contractors and other attendees.
3. Calculates payments due contractors for work completed.
4. Consults with Project Engineers, resident project representatives and contractors' superintendents on work progress and construction problems; reviews equipment utilization data and time/cost estimates.
5. Ensures contractors build roadways, bridges and related highway structures and/or airport improvements in accordance with plans and specifications.
6. Drives a county vehicle to monitor project phasing and traffic control plans or airport closure plans and ensures compliance with approved safety standards; inspects barricades; as required moves traffic control devices and barricades.
7. Assists in engineering-related data collection, inspections, assessments, analysis, and review activities for plan development by others.
8. Documents work progress and issues arising throughout scope of project.
9. Performs related duties as required by supervisor, but not limited to.

### **Minimum Qualifications:**

1. Must have a high school diploma.
2. Must have two years work experience.
3. Must have a valid Texas driver's license.

### **Knowledge, Skills and Abilities:**

1. Ability to read and interpret engineering plans and specifications.
2. Ability to make mathematical calculations, with a strong understanding of geometry.
3. Ability to establish grades for streets, drainage areas and sewer construction projects.
4. Knowledge of computers and familiar with CAD software (preferred).
5. Skills in Geographic Information Systems (GIS) (preferred).
6. Knowledge of engineering practices.
7. Basic understanding of project schedules, critical path and resource management.
8. Ability to communicate with diverse groups of individuals utilizing tact and diplomacy.
9. Ability to establish and maintain effective working relationships with co-workers, County employees, other agencies and the general public.

### **Physical Requirements:**

1. Physical requirements include frequent lifting/carrying of 10-25 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:**

1. Working conditions are primarily inside; occasional exposure to traffic, excessive dust, rough terrain, wet surfaces, overhead power lines, high noise areas, unfavorable fumes, vapors and odors.
2. Subject to being on-call during emergency weather conditions; may be required to work more than 40 hours during the work week.

Applications are available at the Road and Bridge Department, 775 Business 290, 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.

*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.*