

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Project Inspector
DEPARTMENT: Public Works
REPORTS TO: Project Coordinator
FLSA STATUS: Contractual

SUMMARY: The Project Inspector is responsible for carrying out assigned tasks from the Project Coordinator and Division Chief in regards to utility installation. The primary focus of this position will be to provide inspection of utility and road projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Inspect installation of water and sewer lines to ensure that they are installed in accordance with the plans and specifications.
2. Act as liaison between the county and the contractor.
3. Act as liaison between the county and the public.
4. Keep and record "As-Built" drawings for the project.
5. Record individual water and sewer tap location drawings for individual customers.
6. Work with Project Coordinator or Division Chief and contractor to resolve issues that occur in the field.
7. Document work performed each day by the contractor.
8. Document quantities of bid items installed on a daily basis.
9. Review pay requests to confirm that work has been completed that contractor is billing.
10. Work with Local, State, and Federal Agencies for project success.
11. Other duties may be assigned

QUALIFICATIONS:

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This position requires the knowledge of the basic practices, procedures, and methods of water and sewer line installation and contractor construction methods; ability to read and understand construction drawings; ability to communicate technical information effectively both written and orally; and the ability to work cooperatively with other staff and establish effective working relationships with contractors, engineers, property owners, and the general public.

EDUCATION and/or EXPERIENCE:

- ❖ Completion of high school and/or GED supplemented by (5) years of experience in construction.

LANGUAGE SKILLS:

This position requires English language skills sufficient to communicate effectively with supervisors, co-workers, and the public. These skills include the ability to read and understand construction plans, specifications, and ordinances. Written correspondence ranges from review and inspection reports to letters to the public or other governmental agencies. Oral communication is daily with the public, consultants, engineers, and other governmental agencies.

MATHEMATICAL SKILLS:

This position requires the knowledge of basic geometry and trigonometry. The ability is needed to perform calculations with units of distance, weight, volume, and grades.

REASONING ABILITY:

This position requires the ability to employ the proper mathematical tools in an appropriate manner for problem solving. Must have the ability to determine the applicable standards that apply to each project.

CERTIFICATES, LICENSES, and REGISTRATIONS:

- ❖ Valid Driver's License

PHYSICAL DEMANDS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the written, telephone, and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling is required. Frequent visits to construction sites and inspecting construction projects are required. Agile enough to traverse construction sites, climb structures, etc. Field inspection of various structures is required e.g.: fieldwork, survey layout and as built.

WORK ENVIRONMENT:

The work environment is a blend of office and fieldwork. The office work involves operating a computer, maintaining files, log books, and record drawings and general correspondences. The fieldwork consists of inspections on construction sites and assisting the survey crew. The outside conditions will vary widely depending on the weather conditions. At times, work will be performed in close proximity to moving equipment and vehicular traffic.