



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Engineering Inspector	Opening Date: January 25, 2023	Application Deadline: Open Until Filled	Job #: 220368
Department: Development Services	Starting Salary: \$40,000 - \$42,753	Location: Bastrop, Texas	Travel: N/A

INTERNAL AND EXTERNAL JOB POSTING

Brief Job Description: This position performs inspection of construction methods and workmanship to ensure driveways, roadways, and other related structures are built in accordance with permits, regulations, plans and specifications; reviews and processes driveway permit applications and provides recommendations for culvert sizes; acts as consultant regarding work progress and problem resolution. Responsible to a licensed professional engineer who has full authority for approval of all work.

General Knowledge, Skills, & Abilities: Knowledge of construction materials and methods; proper safety practices, procedures and regulations applicable to work being performed; applicable laws, codes, ordinances and regulations; general principals of storm water management and drainage principles; basic traffic management and control procedures; personal computer skills and software, including Microsoft Office and ArcGIS; professional customer service skills; proper English usage, spelling, grammar and punctuation; standard office policies, procedures, and equipment; knowledge of Bastrop County policies and procedures.

Minimum Qualifications: Must possess a high school diploma or equivalent. Minimum of two (2) years' experience in related field, or any combination of experience and training that would likely provide the required knowledge, skills and abilities. Must possess a valid Texas Driver's License.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded from our website at: <http://www.co.bastrop.tx.us/page/co.jobs>. Applicants may email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



BASTROP COUNTY, TEXAS

Job Description

Job Title: Engineering Inspector

Department: Engineering

FSLA Status: Non-Exempt

Reports To: County Engineer

SUMMARY: This position performs inspection of construction methods and workmanship to ensure driveways, roadways, and other related structures are built in accordance with permits, regulations, plans and specifications; reviews and processes driveway permit applications and provides recommendations for culvert sizes; acts as consultant regarding work progress and problem resolution. Responsible to a licensed professional engineer who has full authority for approval of all work.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from County Engineer.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Present a professional image as a representative of Bastrop County and the Development Services Department.
2. Review and process permit applications and construction plans and specifications for compliance with orders, regulations, safety criteria and other requirements.
3. Inspect proposed driveway locations to make recommendations on the need and size of drainage structures.
4. Inspect driveway construction to ensure compliance with permits, regulations and other requirements and work with citizens, contractors, etc. to resolve deficiencies; complete necessary documentation of inspections.
5. Schedule and observe lab tests, density tests, and/or other type tests to ensure compliance with plans and specifications.
6. Interpret/explain/enforce orders, regulations and policies.
7. Investigate complaints; assist public with resolution of problems. Represent department at legal proceedings.

8. Perform inspection of utility installations and traffic control in County right of way.
9. Operate a variety of office equipment including telephone, fax machine, computer, copier, and other equipment related to duties.
10. Maintain assigned vehicle and complete necessary documentation.
11. Maintain records, filing system, hard copy and database.
12. Use GIS mapping software for research, mapping, and recording geographic information.
13. Serve as technical resource to other department sections and staff members.
14. Provides exceptional customer service to County employees and the public.
15. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public.
16. Maintains confidentiality and security of all Development Services information and systems.
17. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Construction materials and methods;
Proper safety practices, procedures and regulations applicable to work being performed;
Applicable laws, codes, ordinances and regulations;
General principals of storm water management and drainage principles;
Applicable testing methods, processes and procedures;
Basic traffic management and control procedures;
Personal Computer skills and software, including Microsoft Office and ArcGIS;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Read and interpret applicable plans, specifications, and maps;
Recognize deviations from drawings, plans and specifications;
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;

Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in the field and in an office setting. The employee drives to various locations which may require climbing and descending upon un-level ground and is exposed to moving mechanical parts, heavy equipment and outside weather conditions. The employee may occasionally be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is often loud.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of two (2) years' experience in a related field, or any combination of experience and training that would provide the required knowledge, skills and abilities.

Education:

High School diploma or equivalent.

Licensing:

Valid Texas Driver's License.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.