

# ENGINEERING INSPECTOR

## **MAJOR FUNCTION**

This is a technical position involved in performing inspections of construction of roads, storm water drainage systems, potable water systems, and sanitary systems in Marion County right-of-ways or private development.

## **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Drives to field sites and inspects county or private roads, bridges, subdivision construction from the initial phase to final acceptance in accordance with the plans specifications.
- Reviews approved as-built plans. Performs yearly maintenance and final maintenance inspections of subdivision construction makes recommendations for corrective work required prior to county acceptance.
- Inspects permits and drainage plans as required and makes recommendations to correct deficiencies. Provides written reports and recommendations to correct deficiencies, supported both in writing and with photographs.
- Performs visual inspection of existing county roads and drainage systems conditions. Written reports and recommendations to correct deficiencies must be submitted with photographs as required.
- Visually inspects drainage construction and determines if the site plan requirements have been met. Written reports and recommendations to correct deficiencies must be submitted with photographs as required.
- Reads plans and surveys in conjunction with road, bridge, sanitary, water and storm drainage construction.
- Maintains records and reports related to inspection results and field or laboratory test.
- Attends pre-construction conferences.
- Investigates citizen complaints, such as, but not limited to, road damage, drainage problems, right-of-way, and utility construction. Written reports and recommendations to correct deficiencies must be submitted with photographs as required.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

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### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

High school diploma or general education diploma (GED) with one (1) year experience in road construction or a related field, or an equivalent combination of education and experience.

#### **Licenses.**

Valid Florida Driver License.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Ability to read, analyze, and interpret general business periodicals, professional journals,

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technical procedures, or governmental regulations.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as proportions, percentages, area, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to pass basic mathematics test during the interview.
- Ability to perform mathematical computations such as slopes, grades, etc. related to roadway, drainage, sewer, and potable water system construction.

### **Problem Solving Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Knowledge of road construction; ability to read and understand subdivision plats and road construction plans; skill in the operation of equipment used in field testing.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of this position, the employee will be required to operate a calculator, camera, and various small tools of the trade, as well as drive a vehicle.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will frequently be required to walk, climb,

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balance, stoop, kneel, crouch or crawl, and lift up to fifty pounds; will regularly be required to stand, sit and lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, talk or hear, and taste or smell. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration. The employee will be regularly exposed to outdoor weather conditions. The noise level for this environment is moderate.

Established: 10/99	Category: 3
Pay grade: 10	Status: NE
Job Description Number: 3093	Revised: 09/2010