



HAYS COUNTY JOB POSTING

Job Title	Inspector	Job Number	202200414
Department Head	Transportation	Date Open	August 25 th 2023
Salary Range Minimum	\$53,688.00-\$80,533.00 Annually	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Hays County website – www.hayscountytexas.com

Education and/or Experience

An equivalent combination of education and experience may be substituted on a year for year basis.

- Requires a High School Diploma or GED.
- Prefer Bachelor's Degree or equivalent training in civil engineering, construction management, or related field.
- Requires four to eight years' experience in road construction or engineering (depending on education)

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Attend continuing education course as directed.

Responsibilities

- Develops, with the input of other County Staff, construction documentation, contracts, and standards
- Coordinates engineering work with Contractors, Engineers, County forces and staff
- Creates and maintains schedules and estimates for County projects
- Supervises, schedules, and coordinates inspections of all construction within the public right-of-way in Hays County, including subdivision construction, road improvement construction, driveway construction, utility construction, and other street related operations.
- Reads, reviews, interprets, and provides constructability review of design plans
- Performs differential leveling and construction surveying on County projects as needed
- Inspects and approves construction during all phases.
- Verifies that construction follows the approved plans.
- Arranges or performs or monitors soils and compaction tests.
- Approves geo-technical testing and reporting.
- Issues utility and driveway permits as needed.
- Coordinates timely and accurate utility relocations in compliance with permits.
- Verifies that appropriate construction means, and methods are used.
- Issues stop work orders and change orders as necessary.
- Ensures that street and sidewalk repairs meet County standards.
- Approves billing of selected materials used for road construction.
- Reviews and approves pay estimates for county projects.
- Monitors, oversees, and approves work performed by contractors on County projects.
- Identifies locations of environmentally sensitive resources.
- Provides technical assistance and education to citizens, community, and special interest groups, and developers regarding environmental and engineering codes, requirements, and regulations.
- Provides testimony for enforcement cases.
- Issues directives and initiates enforcement actions through the Office of Special Council for non-compliance with environmental standards, drainage regulations, and other compliance agreements as needed.
- Performs site investigations and evaluates best management practices for erosion and sedimentation control and tree preservation and for compliance with landscape and tree ordinances.
- Performs other duties as assigned.

Summary

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under limited supervision, the Construction Inspector Environmental Superintendent supervises, coordinates, reviews, and inspects construction and development of Hays County projects to ensure compliance with standards, contract requirements and schedule. The Construction Inspector Environmental Superintendent uses professional skills and knowledge to perform a wide range of technical methods and techniques to develop procedures, principles, concepts, and methodology. The work requires technical problem solving, including interpreting, and analyzing information



to make recommendations and develop processes for scheduling, contracting, inspection, maintenance, and conflict resolution. The position affects Hays County policy, the wellbeing of other persons, the public, and organizations.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.