



# TOWN OF WESTLAKE

## POSITION DESCRIPTION

**Job Title: Public Works Construction Inspector**  
**Reports to: Public Works Director**

**Wage/ Status: Non-Exempt**  
**Departments: Public Works**

### Summary

Under general supervision, inspects infrastructure and right of way construction projects to assure compliance with approved plans and specifications; assures construction projects meet state and federal regulations, and Public Works Department (PWD) safety and quality standards.

This position reports to the Public Works Director and supervises Department Personnel in the Director's absence.

### Essential Duties and Responsibilities

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed in this position.

- Repairs, maintains, and installs water mains, service lines, storm drains, valves, water meters, fire hydrants, and/or sprinklers
- Locates underground utilities as assigned
- Repairs streets and signs; lays asphalt and concrete; backfills trenches and curbs
- Performs regular maintenance of the Town's SCADA System including programming, examination of the validity of data points, troubleshooting data and control points, maintenance system upgrades and new product implementation
- Inspects construction activities for compliance with approved plans, contract specifications, and Public Works Department (PWD) standards; performs onsite inspection of paving, drainage, sewer, water, concrete structures, sidewalks and ADA accessibility ramps; reports deficiencies to Director
- Reviews documents; performs technical review of plans and project specifications
- Meets with contractors to discuss inspection issues and concerns; attends pre-construction meetings.
- Tests or monitors testing of water and sewer main lines for environmental compliance
- Recommends acceptance of project milestone completions
- Monitors job sites, and enforces compliance to Town policies, procedures, and safety standards.
- Maintains records and logs of inspection services performed.
- Reviews construction, paving and drainage plans for compliance with Town construction standards
- Supports the Town operations with regular and timely attendance at work
- Inspect traffic control devices for compliance with plans and the Texas Manual on Uniform Control Devices. Make safety inspections to note deficiencies for correction
- Coordinate with police/fire, utility companies, landowners, etc. before and during construction
- Acts as project field coordinator for contractors, utility companies and Town departments
- Researches utility locations and rights of way
- Flexibility to perform on-call rotation
- Inspects traffic control devices for compliance with plans and the Texas Manual on Uniform Control Devices. Make safety inspections to note deficiencies for correction
- Coordinate with police/fire, utility companies, landowners, etc. before and during construction
- Acts as project field coordinator for contractors, utility companies and Town departments
- Flexibility to perform on-call rotations
- Supports the relationship between the Town and stakeholders by demonstrating courteous and cooperative behavior when interacting with visitors and Town staff; maintains confidentiality of work-related issues and Town information; performs other duties as required or assigned.

### Other Duties and Responsibilities

- Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements and participates in the implementation to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures
- Displays punctuality for work according to assigned work schedule(s)
- Completes all other tasks, as assigned or required.

### **Minimum Qualifications**

- Ability to legally work in the United States
- High school diploma/GED required; Associate's degree preferred
- valid Texas State Driver's License is required.
- Valid Class C Water and Waste Water License
- APWA Public Infrastructure/Stormwater Inspector (CPII) certification preferred
- Extensive knowledge of state, federal, and local laws and requirements regarding construction, surveying and safety standards

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

- Considerable knowledge in working with water distribution systems, components, best practices, and ability to develop and implement processes and programs.
- Considerable knowledge of local, state and federal laws regarding water and wastewater regulations, procedures, and practices.
- Principles and techniques of reading engineering plans and construction specifications.
- State and federal technical codes and regulations governing public works construction projects, including Texas State Department of Transportation (TxDOT) standards, Texas Commission on Environmental Quality (TCEQ) water quality regulations, and ADA accessibility standards.
- Safety precautions, rules, and regulations for construction sites.
- Methods and techniques of inspecting buildings and infrastructure.
- Materials, methods, tools, and equipment used in public works construction projects.
- Town geography, traffic patterns, streets, landmarks, and Public Works Department (PWD) facility locations.
- Skills in:
  - Reading and understanding plans, specifications, and schematics
  - Maintaining records and files
  - Promoting and enforcing safe work practices
  - Establishing and maintaining cooperative working relationships with co-workers
  - Operating a personal computer utilizing a variety of business software
  - Communicating effectively verbally and in writing.

### **Work Environment/Physical Demands**

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

Work generally performed in a climate-controlled office with minimal exposure to outdoor weather conditions. While performing the duties of this job, the employee is constantly required to type, read a computer screen or documents, grasp, handle, feel, listen, reach, see, speak, walk, stand for long periods, and/or sit for long periods. The employee is occasionally required to climb, kneel, twist, lift, carry, drag, balance, push, and/or pull up to 35lbs. Hours are generally from 8:00 a.m. to 5:00 p.m., Monday through Friday; however, this position may be required to attend evening functions, as necessary.

### **DISCLAIMER**

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.