

Risk Management/Insurance Department
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ECTOR COUNTY, TEXAS HUMAN RESOURCES DEPARTMENT

PLANNING AND DEVELOPMENT DEPARTMENT Right-Of-Way Inspector

Ector County Planning and Development Department is seeking a Right-Of-Way Inspector.

General Description

Monitors and inspects capital improvement projects for County roads. Ensures construction is in accordance with specifications with County construction standards. Coordinates permitting of right-of-way excavations for outside entities. Coordinates activity with contractors and County staff.

Essential Duties

- Reviews and interprets plan sheets, plats, and other documents for accuracy and compliance with applicable standards and regulations.
- Monitors and inspects construction projects within the County's right-of-way for compliance with County regulations and standards.
- Receives and responds to concerns and/or complaints from contractors, engineers, departments, business owners, property owners, citizens, and/or interested parties.
- Advises department heads of problems or project conditions.
- Coordinates meetings between contractors, departments, etc.
- Records activities on daily log for project documentation.
- Maintains a variety of records related to inspections, including bid specifications, drawing, files, forms, and other related records.
- Maintains photo records of various project stages.
- Performs related duties as required by the Director of Planning and Development.

Educational Requirements

Must have High School Diploma or equivalent; AND five (5) years of construction experience, two (2) of which, involved inspecting construction projects; OR equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Physical & Work Environment

Employee must have the ability to sit, stand and drive a vehicle to and from work sites. During inspections, the employee will be exposed to seasonal temperatures while performing on-site duties. Ability to bend, kneel and climb while inspecting construction sites. Inspection duties will require sufficient physical strength to lift inspection and surveying equipment weighing up to 20 pounds on a regular basis.

Qualifications

- State of Texas Class C driver's license with an insurable driving record.
- Bilingual Spanish is preferred, but not required.

Salary: DOE, plus excellent benefits; work days and hours: Monday-Friday, 8:00 am to 5:00 pm.

Deadline: Until sufficient amount of applications have been submitted for consideration

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.