



ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT

PUBLIC WORKS DEPARTMENT
CONSTRUCTION INSPECTOR

The Ector County Public Works Department is in need of a Construction Inspector. The Construction Inspector will be under the supervision of the Assistant Director and the Director of Public Works.

Brief Description: The Construction Inspector will be under the direction of the Assistant Director of Public Works. He/ She will inspect construction materials, perform soil sampling and testing to ensure compliance with project plans, review and approve shop/ working drawings, review project documents and specifications, report results verbally and in writing.

Essential Duties:

- Review plans, specifications, notes, and shop/working drawings for assigned activities prior to performing assigned duties.
- Responsible for overseeing the monitoring, testing and conformance of client/contractor work on various projects to ensure plans, specifications, materials, traffic & erosion control devices, quality assurance and safety standards are met.
- Ensure all materials, procedures and safety rules comply with the latest Ector County specifications & standards.
- Run & submit weekly reports to the Director of Public Works & Assistant Director and generate minutes. Maintain project files and shop drawings, generate daily reports and project photographs.
- Document and immediately report any non-compliance actions and safety violation to the immediate supervisor.
- Maintaining positive relationships with clients, contractors, consultants and business partners.
- Inspect, sample and test construction materials in accordance with established quality protocols using appropriate, properly calibrated testing equipment; and evaluate compliance with project plans, approve shop/working drawings, project documents and specifications.
- Prepare and submit accurate, comprehensive, and complete testing and/or inspection reports electronically in accordance with established quality procedures using a tablet on a daily basis.
- Perform mathematical calculations using basic algebra, and geometry to analyze sample results.
- Understand and adhere to established safety standards.
- Other duties as assigned.

Qualifications:

- High School Diploma or Equivalent required.
- Associates degree in an engineering field preferred but not required.
- Minimum 3 years of experience in roadway/highway construction.
- Experience inspecting roadway paving (asphalt and concrete).
- Experience in earth work and grading inspection.
- Experience in roadway soil testing.
- Experience in documentation of all construction documents and forms (such as daily reports, various testing forms)
- Ability to read and understand plans and specifications.
- Strong written and communication skills required.
- Must have about average geometry and basic math calculations skills.
- Current Driver's License with a good driving record required.
- Ability to communicate both verbally and in writing in English.
- Willingness to learn and adapt to the fast-paced transportation industry.
- Flexibility to work irregular hours.
- Ability to travel to project sites & maneuver over rough & uneven terrain.

Physical Demands:

- This position requires minimal lifting of up to 50 pounds on an infrequent basis.
- Hand and eye coordination adequate for computer data entry, operate surveying equipment, calculator and concrete testing equipment.
- Ability to visually examine construction materials and finished structures.

Working Conditions

- Must maintain professionalism and required standards in a chaotic environment.
- Use hand tools such as shovels, picks and sledgehammers.
- Climb and work on ladder and scaffolding.
- Work outside and on equipment in various weather conditions.
- Potential exposure to equipment movement hazards if proper safety procedures are not followed.
- Potential exposure to dangerous chemicals and solvents if proper safety procedures are not followed.
- Exposure to noise, dust, fumes, radiant and electrical energy.

Salary: DOE w/benefits

Deadline: June 9, 2023

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.