

CONSTRUCTION INSPECTOR I

GENERAL RESPONSIBILITIES

Under general supervision, inspects materials, methods and workmanship employed on capital construction projects and private development construction with a Public Works Agreement, in accordance with Carroll County Ordinances and Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties as assigned.

1. Perform routine inspections for roads, bridges, storm drain systems, for capital construction projects and private development construction, as required by management or government agencies
2. Document progress, complete daily report and compile composite reports
3. Ensure the work of contractors and the materials used comply with construction plans and specifications
4. Measure, calculate and document material quantities for compliance with construction plans; prepare sketches of completed work including verifying grades and elevations
5. Approve all stages of construction projects
6. Monitor temporary traffic control established by the contractor, for compliance with the construction plans and MD State Highway Administration details
7. Attend field meetings
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicate with managers, supervisors, co-workers, and others, maintain confidentiality; and represent the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Courses in geometry, algebra and trigonometry
3. Two years of experience in construction inspection of grading, roads, bridges, storm drain systems

CERTIFICATE, LICENSES, REGISTRATIONS

1. Valid driver's license equivalent to a noncommercial Class C Maryland driver's license
2. Traffic control certification (must obtain within 6 months of employment)
3. Sediment and erosion control certification (must obtain within 6 months of employment)

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the principles, practices, methods, and techniques of construction
2. Knowledge of construction materials, tools, and equipment
3. Ability to read, analyze, and interpret construction plans and specification, information, policies, and legal documents
4. Follow OSHA and MOSH, and County safety rules and regulations
5. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
6. Write reports, correspondence, procedures, and other required documents
7. Define problems, collect data, establish facts, and draw valid conclusions
8. Apply mathematical concepts such as statistical analysis, and mathematical calculations such as percentages to practical solutions
9. Use Microsoft Office products; use a laptop computer
10. Ability to learn specialized project management software and/or other applications
11. Ability to stand and walk for prolonged periods of time, climb, stoop, bend, kneel, or sit depending on work assignment