

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ENGINEERING CONSTRUCTION INSPECTOR I / II / III / IV

Department: Office of the County Engineer
Pay Grade: 204 / 206 / 207 / 210
FLSA Status: Non-Exempt
Job Class: 2298
Risk Code: 9410

JOB SUMMARY

Responsible for performing inspections of construction of roads, storm water drainage systems, and transportation elements of systems potable water systems, and sanitary systems in Marion County rights-of-way and/or private developments.

ESSENTIAL JOB FUNCTIONS

- Drives to field sites and inspects County or private roads, bridges, and subdivision construction from the initial phase to final acceptance in accordance with plan specifications.
- Reviews approved as-built plans. Performs yearly maintenance and final maintenance inspections of subdivision construction and makes recommendations for corrective work required prior to County acceptance.
- Inspects permits and drainage plans as required and makes recommendations to correct deficiencies. Provides written reports and recommendations to correct deficiencies, supported both in writing and with photographs.
- Performs visual inspection of existing County roads and drainage systems conditions. Generates written reports and recommendations to correct deficiencies, which must be submitted with photographs as required.
- Visually inspects drainage construction and determines if the site plan requirements have been met. Generates written reports and recommendations to correct deficiencies, which must be submitted with photographs as required.
- Reads plans and surveys in conjunction with road, bridge, sanitary, water, and storm drainage construction.
- Ensures contractors utilize the correct material(s) to repave road projects. Maintains accurate records of the materials used for each project.
- Maintains records and reports related to inspection results and field or laboratory test.
- Attends pre-construction conferences.
- Investigates citizen complaints concerning various matters, including, but not limited to, road damage, drainage problems, right-of-way, and utility construction. Generates written reports

and recommendations to correct deficiencies, which must be submitted with photographs as required.

- Administers and inspects private contractor's right-of-way maintenance activities such as, but not necessarily limited to mowing, vegetation management, tree trimming, and tree/debris removal.
- Maintains effective and courteous communication with the public regarding inspection activities.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may be requested to provide training, guidance, and assistance to co-workers after successful completion of applicable workshop training session(s). Includes providing training in the more complex aspects of work in principles, methods, and techniques.

QUALIFICATIONS

Requirements	Engineering Construction Inspector I	Engineering Construction Inspector II	Engineering Construction Inspector III	Engineering Construction Inspector IV
Education	HS Diploma / GED	HS Diploma / GED	HS Diploma / GED	HS Diploma / GED
Florida Driver License	Required	Required	Required	Required
Licensing	Intermediate Temporary Traffic Control (TTC), National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months	Intermediate Temporary Traffic Control (TTC), National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months	Intermediate Temporary Traffic Control (TTC), National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months.	Intermediate Temporary Traffic Control (TTC), National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months
Specialized Training	Stormwater Inspections (OCE), Defensive Driving (MC), Construction Math (MC/FDOT), Pipe Placement (MC/FDOT), Earthwork (MC/FDOT), Asphalt 1 (Private/FDOT), Asphalt 2 (Private/FDOT), and Concrete (Private/FDOT)			
	None	Based on Supervisor selection, three (3) of the following within twelve (12) months**:	Based on Supervisor selection, five (5) of the following within twelve (12) months**:	All eight (8) of the following within twelve (12) months**:
Experience	6 months	2 years	4 years	6 years
Pay Grade	204	206	207	210

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before customers or employees of organization.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to calculate figures and amounts such as proportions, percentages, area, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to pass basic mathematics test during the interview.
- Ability to perform mathematical computations such as slopes, grades, etc. related to roadway, drainage, sewer, and potable water system construction.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of the principles and practices of road construction.
- Skills in the operation of equipment utilized in field testing.
- Ability to read and understand subdivision plats and road construction plans.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will frequently be required to walk, climb, balance, stoop, kneel, crouch or crawl; will regularly be required to stand and sit; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, talk, or hear, and taste or smell.

WORK ENVIRONMENT

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration. The employee will be regularly exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*