



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 797.6

Job Title: **PUBLIC INFRASTRUCTURE INSPECTOR TRAINEE**

Pay Grade: 12

### **GENERAL SUMMARY:**

Performs inspections of public infrastructures for various civil construction projects (i.e., paving, water and wastewater lines and facilities, storm sewers and traffic signals) to ensure conformance to project specifications and contract documents.

### **RESPONSIBILITIES:**

- Assist with the inspection of various civil construction sites to ensure compliance with technical specifications and contract documents.
- Assist with the preparation of all daily construction activities on reports and drawings, which include full and specific details on progress, plan modifications, equipment usage, materials, labor, etc. Attaches photographs to reports.
- Reviews materials used during construction and compares with project specifications.
- Ensures contractor has properly notified residents of construction in the area.
- Responds to inquiries from the general public, civic groups, contractors, technical professionals and businesses.

### **SPECIFICATIONS:**

#### **EDUCATION:**

Requires a high school diploma or a GED certificate.

#### **Certification and License:**

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Six (6) months of skilled experience related to construction are required.

**Substitution:** A Bachelor's degree in Construction Management or a related field may substitute for the experience requirement. Vocational training and education may be substituted on a year-for-year basis for the experience requirement.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

**SPECIFICATIONS: (continued)**

**SUPERVISION EXERCISED:**

**Direct Supervision:**

No direct reports.

**Indirect Supervision:**

No indirect reports.

**CONTACTS:**

**Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy.

**External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

**PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

**WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

**PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

**MISCELLANEOUS:**

- All duties and responsibilities may not be included in the above job description. Performs related work as required.

**JOB FAMILY:**

Public Infrastructure Inspector Trainee  
Public Infrastructure Inspector  
Senior Public Infrastructure Inspector  
Public Infrastructure Inspector Supervisor

*Effective Date: May 2019*