



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 797.7

Job Title: **PUBLIC INFRASTRUCTURE INSPECTOR**

Pay Grade: 17

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:

- Reviews drawings and specifications for a variety of municipal projects.
- Inspects various civil construction sites to ensure compliance with technical specifications and contract documents.
- Records and submits 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.
- Verifies materials used are in accordance 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:

Four (4) years of skilled experience related to construction are required.

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

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

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 requires 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