



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 797.1

Job Title: **ASSISTANT CHIEF PUBLIC INFRASTRUCTURE INSPECTOR**

Pay Grade: 25

### **GENERAL SUMMARY:**

Assists in managing the enforcement and inspection activities of multiple civil construction projects (i.e., paving, water and wastewater lines and facilities, storm sewers and traffic signals). Ensures conformance with City standards, project specifications, contract documents and safety protocols.

### **RESPONSIBILITIES:**

- Oversees and monitors work practices and assignments of infrastructure inspection personnel. Assists supervisors with training and mentoring inspectors to improve knowledge of public infrastructure inspection.
- Assists inspectors/supervisors with interpretations of standards, plans, contracts and regulations; assists with inspections of complex civil construction projects.
- Conducts field visits to ensure quality of inspections and reports, and to ensure civil construction projects are executed in accordance with project specifications and contract documents.
- Investigates alleged violations of any plans, specifications or standards. Assists with determining methods to achieve conformance and/or improvement.
- Creates and reviews reports to ensure effective and efficient use of resources, and to ensure objectives and goals for the work group are met.
- Meets and consults with contractors relating to civil service construction projects, and interfaces with planners, engineers, civic groups, general public and other City departments or public agencies.
- Oversees maintenance of records.
- Keeps abreast of civil construction regulations, standards and construction materials.
- Evaluates and prepares budget recommendations.

### **SPECIFICATIONS:**

#### **EDUCATION:**

Requires an Associate's degree in a field closely related to the area of inspection to be performed; or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the area of inspection to be performed.

### **SPECIFICATIONS: (continued)**

**Certification and License:**

Requires certification as a Certified Public Infrastructure Inspector (CPII) by the American Public Works Association or an industry-recognized equivalent certification.

Preferred: Certificates of completion in three (3) or more fields of expertise (i.e. concrete, electrical, etc.) offered by any public or private agency (i.e. Department of Transportations) or other independent provider.

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

**EXPERIENCE:**

Seven years of experience in public infrastructure inspection are required, with at least two of these years in a supervisory capacity.

A Bachelor's degree in Construction Management or a field related to the activities of the position may substitute for up to 2 years of the experience requirement. Vocational training in excess of the education requirement may be substituted on a year-for-year basis for up to four (4) years of the experience requirement.

**COMPLEXITY:**

Work is somewhat complex and varied and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

**IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

**SUPERVISION EXERCISED:****Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions, such as hiring, terminations, pay changes.

**Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

**CONTACTS:****Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

**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 substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

**PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

**WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

**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
- Assistant Chief Public Infrastructure Inspector
- Chief Public Infrastructure Inspector

*Effective Date: February 2021*