



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 797.2

Job Title: **CHIEF PUBLIC INFRASTRUCTURE INSPECTOR**

Pay Grade: 27

### **GENERAL SUMMARY:**

Manages, organizes and develops public infrastructure inspection processes, procedures and personnel in the execution 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:**

- Manages, develops and coordinates public infrastructure inspection personnel to achieve operational objectives.
- Directs the programs, projects and activities of a work group, including preparing and monitoring the budget, setting policies, and planning priorities and goals in alignment with Service Line or Departmental goals.
- Resolves any inquiries or complaints about contract interpretations, potential construction issues (i.e., delays, change of scope, violation complaints, etc.).
- 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.
- Enforces quality assurance and quality control initiatives. Provides reports.
- Evaluates program operations for effectiveness and efficiency, including workforce utilization. Identifies and recommends improvements and solutions.
- May conduct and schedule field and special inspections.

### **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.

#### **Certifications and Licenses:**

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.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

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

A Bachelor's degree in Construction Management or a related field 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 limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

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

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **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 some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

### **PHYSICAL EFFORT:**

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

### **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*