CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 797.9

Job Title: **PUBLIC INFRASTRUCTURE INSPECTOR SUPERVISOR**

Pay Grade: 21

GENERAL SUMMARY:

Supervises 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.
- Develops training programs to improve inspection staff knowledge of public infrastructure construction.
- Manages inspection staff to support and maximize their effectiveness for all assigned construction projects.
- Supervises work activities of assigned inspection staff to ensure project compliance with plans and specifications as well as applicable policies and procedures; including staff training, mentoring, administration and development.
- Investigates inquiries concerning contract interpretations and technical problems for any unusual field conditions and potential construction issues related to work, delays, disputes and change of scope.
- Reviews and approves daily reports to ensure the required project documentation is completed accurately and in a timely manner.
- Investigates inquiries from the general public, civic groups, contractors, technical professionals and businesses and provides resolutions to project complaints and general inquires to ensure prompt resolution.

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.

Certification and License:

Requires certification as a Certified Public Infrastructure Inspector (CPII) by the American Public Works Association or an industry-recognized equivalent certification within the first six months of employment in the job.

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:
Five (5) 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 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 supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

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.

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 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: December 2020
Revised: June 2026