



Town of Southwest Ranches Job Description

Title: **Engineering Inspector**
Department: Public Works Department
FLSA Status: Exempt
Reports to: Public Works Director/Town Engineer

General Description:

Under the supervision of the Public Works Director, employee is responsible for conducting inspections on Town engineering and construction projects for compliance with existing codes, plans, specifications, and standard construction practices during and after construction. Employees in this classification protect the Town's interests related to infrastructure projects; provides information, clarification, and assistance to contractors, consultants, developers and the public regarding Town construction projects and activities. Performs related duties as required.

Essential Functions:

1. Inspects roads, highways, sewers, and storm water construction projects in the Town's right-of-way, to assure conformance with plans and specifications.
2. Inspects, reviews, and approves applications for permits for the construction and/or repair of sidewalks, curbs cuts, swales, driveways, and other projects requiring engineering approval.
3. Inspects public facilities and/or improvements in the Town to ascertain extent and method of repairs or maintenance required.
4. Inspects telephone, electric utility, cable television, and other franchise utility installations.
5. Assists contractors and engineers in interpreting plans and specifications let out on contract; checks materials and shop drawings.
6. Reviews engineering permits; transposes field notes to maps; drafts and answers complaints and information requests from the general public.
7. Investigates complaints and requests received in the engineering office, investigates encroachments into the public right-of way, investigates water or flooding conditions; investigates poor road conditions such as rough pavement or holes.
8. Inspects all work pertaining to drainage according to plans and specifications.
9. Acts as construction inspector for general parks construction; acts as liaison between Town and subcontractors for drainage, utilities, or road projects under construction; reviews plans and specifications to ensure accuracy in construction; inspects concrete.
10. Prepares comprehensive reports on all projects as to the progress and difficulties encountered on a weekly basis.
11. Controls / supervises over work with all Town departments affected by engineering construction and inspects construction of public utilities.
12. Maintains engineering inspection records online. Archives plans using Town's offsite storage protocols.



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13. Establishes and maintains effective working relationships with contractors, the general public, Town officials and others involved in construction.
14. Makes detailed technical inspections to enforce regulations firmly, tactfully, and impartially.
15. Reads and interprets engineering drawings and maps with high degree of accuracy.
16. Inspects projects under construction to detect deviations from approved designs, specifications, and construction practices.
17. Prepares and maintains accurate weekly inspections records to prepare and submit clear and concise reports.
18. Inputs data and calculations into the computer and evaluates the output.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignment to the position.

Minimum Qualifications:

A. Education and Experience:

Associate degree from an accredited college, or vocational/technical diploma in Public Utilities Operations, construction trades, or other relevant field supplemented by a minimum of three (3) years verifiable work experience in public works infrastructure and/or site development inspections or operations; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered

B. Advisory Board Liaison:

None

C. Certifications/Special Requirements:

- Valid State of Florida Driver's License and endorsements, if any.
- Candidate must have obtained Inspection Certifications from accredited organization (FDOT, Broward County, OSHA, ICA etc.) in at least four (4) of the following fields of work:
 - i. Stormwater Operator
 - ii. Piping Construction
 - iii. Maintenance of Traffic
 - iv. Asphalt Paving
 - v. Concrete Construction
 - vi. Earthwork Construction
 - vii. Foundations and Drilled Shafts



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- viii. Quantities and Estimates of Work
- ix. Erosion and Sedimentation Control
- x. Surveying

- Intermediate to advanced knowledge of modern methods and techniques of construction inspection and maintenance of drains, sewers, and streets.
- Intermediate to advanced knowledge of applicable legal and administrative regulations relative to utility and general public works construction.
- Knowledge of the basic principles and practices involved in civil engineering design and construction.
- ICS certifications in accordance with current NIMS requirements. Must obtain ICS certifications within two (2) years of the date of hire.

D. Knowledge, Skills and Abilities:

- Must possess excellent oral and written communication skills.
- Excellent interpersonal skills required, customer service experience a plus.
- Must have knowledge of standard office practices, procedures, equipment, and office assistance techniques. Must have working knowledge of Microsoft software including Word, Excel, PowerPoint and databases.
- Knowledgeable with Microsoft Office Suite.
- Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town's Ethics and Conflict of Interest policies.
- Establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status, or political affiliation.
- Excellent verbal and written communication skills.
- Exceptional Time Management and ability to meet deadlines.
- Strong organizational skills and ability to multitask.
- Problem-solving and decision-making skills.
- Ability to work effectively with minimal supervision.
- Ability to treat confidential information with appropriate discretion.
- Exceptional attention to detail.
- Skilled in the use of standard office equipment (e.g., copiers, business telephone systems, projectors, etc.).

Essential Physical Skills:

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Acceptable eyesight, hearing (with/without correction), ability to communicate (orally and in writing), reaching, pulling, pushing, walking, standing, sitting, kneeling, and bending. Must be able to carry up to 25 pounds.

Environmental Conditions:

Works primarily outdoors.

Key Competencies:

Integrity, Initiative, Judgment, Attention to Detail, Interpersonal skills, Communication (oral and written). Work is performed under general supervision and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)



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Employee Job Description Acknowledgment and Receipt

I acknowledge that I have received the Job Description to which I am assigned to for employment with the Town of Southwest Ranches.

Employee's Signature

Employee's Name (Print)

Date