

CONSTRUCTION INSPECTOR

TOWN OF ADDISON



972.450.2817
for more information



Please apply online at
www.addisontexas.net



Apply in person at:
5300 Belt Line Road
Dallas, Texas 75254

POSITION DESCRIPTION

Under general supervision, inspects new commercial and residential and utility construction, paving, drainage, water, and wastewater improvements to determine compliance with applicable codes and ordinances.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, the following:

- Conducts on-going field inspections of assigned projects to verify compliance with approved plans and specifications and ensure the quality of work and materials; prepares corresponding reports and maintains files.
- Inspects work in Town right-of-ways; communicates the Utility department, contractors, and subcontractors in relation to modifications needed in traffic control and restorations to impacted property or facilities; recommends issuing citations when appropriate.
- Manages the right-of-way permit application and issuance program; processes and issues right-of-way permits with place cards; receives fees and processes associated paperwork for files and record keeping purposes.
- Participates in maintaining inspection trucks, tools, equipment, files, and documents; washes and fuels truck; stocks, cleans, and organizes tools and equipment.
- Performs storm drain erosion control inspections; manages the Dig-TESS line locate service and performs line locates in response to tickets; distributes tickets to other Town employees as necessary; retains records of tickets.
- Reviews plans submitted but developers and engineers for proposed projects within the Town to verify compliance with Town standards and System requirements; researches and retrieves plan records from plan archives; provides information to requesting parties.
- Develops standards and specifications for materials and construction practices for use in right-of-ways and all public infrastructure construction.
- Attends and participates in various meetings, required continuing education, classes, meetings, and other training opportunities as appropriate; conducts research.
- Performs related duties as required or assigned.

ATTENDANCE REQUIREMENTS

This is a nonexempt position. Routine schedule is 40 hours per week, Monday through Friday. Schedule may be modified if department needs arise. May be required to work overtime if needed.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

High school diploma or GED equivalent; AND five (5) years of utility construction experience; OR an equivalent combination of education, training, and experience. Ability to establish and maintain harmonious relations with fellow employees, Town officials, and outside contracts. Safe driving record. Clear criminal background check and clear pre-employment drug screen.

Knowledge of:

- Road construction and wastewater and water system installation standards.
- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Work safety policies, procedures, and practices.
- Construction means, methods, and materials.

Skill in:

- Reading and interpreting blueprints.
- Interacting with staff, contractors, and the public tactfully and professionally
- Completing mathematic calculations.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

License and Certification Requirements

A valid Texas Driver's License is required. Must possess a Texas Commission on Environmental Quality (TCEQ) issued Water Distribution Class C license and Wastewater Operator Class C, or Class III license. Must be certified in Work Zone Traffic Control. Must possess a Stormwater Pollution Prevention Practices/ National Pollutant Discharge Elimination System certification.

BENEFITS & SALARY INFORMATION

- Annual salary range: \$44,054.40-\$55,068.00
 - Competitive compensation package with partially paid Health & Dental Insurance for employee from date of hire.
 - Addison participates in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution with 14% Town contribution at retirement. Fully vested after 5 years.
 - Optional deferred compensation 457 Plan with Town contribution after new hire trial period.
 - Tuition reimbursement program at 50% of tuition cost.
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APPLICATION PROCESS

To apply, please submit an online application at www.addisontexas.net and attach your resume and letter of interest. For additional information about the **Construction Inspector** position, please contact Human Resources Analyst Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.
