



SPLOST Construction Inspector

Environmental Management

EM/9 - 444

JOB SUMMARY

This position is responsible for conducting and documenting construction inspections.

MAJOR DUTIES

1. Inspects clearing, grading, sub-grade and base work, and drainage pipe installation; inspects asphalt or concrete paving; inspects drainage and gutter work; inspects sediment control procedures.
2. Inspects project materials.
3. Measures, collects, and records pay quantities.
4. Assists in the completion of construction reports.
5. Schedules test to inspect the strength and compaction of materials during preparation for roadway paving, bridge construction, and other types of infrastructure projects.
6. Assists in processing and issuing documentation on SPLOST projects.
7. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of basic construction practices.
2. Knowledge of the techniques, principles, and procedures related to stormwater drainage, roadway, bridge, and other infrastructure construction.
3. Knowledge of applicable Georgia Department of Transportation and Fayette County policies, standards, and procedures related to infrastructure construction.
4. Knowledge of the principles, techniques, equipment, and products used in the control of erosion and sediment generated from construction sites.
5. Skill in the use of computers and job-related software programs.
6. Skill in understanding and interpreting engineering specifications, plans, and regulations related to assigned projects.
7. Skill in analyzing problems, conditions, and situations and in recommending solutions for compliance with established policies.
8. Skill in interpreting complex information and conveying that information, either orally or in writing, in an accurate, complete, concise, and understandable manner.
9. Skill in reading and interpreting plans, blueprints, or diagrams.
10. Skill in preparing clear, concise, and accurate oral and written reports.

SUPERVISORY CONTROLS

The SPLOST Project Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include construction standards, Fayette County development standards, Georgia Department of Transportation guidelines, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied construction inspection duties. The necessity of interpreting complex rules and regulations and of explaining those rules to the general public contributes to the complexity of the position.
- The purpose of this position is to conduct and document inspections. Success in this position ensures compliance with federal, state, and local regulations, the protection of natural resources, and the effective

maintenance of infrastructure.

CONTACTS

- Contacts are typically with other co-workers, other county personnel, contractors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate or influence persons, or to communicate complex information in a simplified manner.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, and machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Must obtain Georgia Soil and Water Conservation Commission Level IB Qualified Inspector certification within six (6) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Strong competency in using Microsoft Office.

SPLOST Construction Inspector, Environmental Management

- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.