



EMPLOYMENT NOTICE

The City of Manor is seeking a qualified applicant for the position of Construction Inspector.

The Construction Inspector I, II, and III will be under the direct supervision of the Public Works Director and will carry out all responsibilities by clearly established departmental policies and procedures, City codes and ordinances, and state and federal regulations; prepare reports for submittals.

Essential Functions:

NOTE: Regular attendance is considered an Essential Function for this position

Essential Functions may include, but are not limited to, the following:

- Must have a general knowledge of land development construction practices.
- Understand the general procedures for the installation of pavement and underground utilities.
- Ability to monitor street course density and moisture tests; prepare and maintain related inspection records.
- Ability to monitor water and wastewater pressure and leakage tests; prepare and maintain related inspection records.
- Perform daily inspections of all materials and workmanship of development and utility projects as assigned to ensure compliance with approved plans and city specifications. Ability to effectively communicate with utility providers, contractors, and project managers about required adjustments or identified deficiencies.
- Ability to read, understand, and be familiar with all approved construction plans and city specifications.
- Ability to identify and present possible solutions for project-related complications to project managers.
- Prepare daily reports entirely and accurately documenting all work performed before leaving the site.
- Attend preconstruction meetings to ensure a complete understanding of the project and inspection items.
- Ensure supervisors are informed of and approve any changes needed before field adjustments.
- May train and oversee less experienced Construction Inspectors, as requested.
- Participate in amending or updating construction standards and standard details; remain current regarding trends and changes in federal, state, and local regulatory practices.
- Assist with updating or developing process improvements to increase efficiency and effectiveness.
- Assist with site investigations and the implementation of the MS4 program.
- Ability to utilize daily city-issued computer equipment for plan review and documentation.
- Ability to update and maintain city records related to inspections, including weekly and monthly reporting as required by supervisor.

- Previous knowledge of street, sidewalk, and concrete construction methods and proper safety practices, procedures, and regulations applicable to the work being performed.
- Other duties as assigned.

Working Conditions:

The work condition characteristics described here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Most work occurs outdoors in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise is routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise, and risk of electric shock. They may be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides, and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes, and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergencies, some weekends, holidays, and some after-hours. Attendance is usually required at City Council meetings, most of which occur after hours.
- Work requires travel to purchase supplies or parts or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergencies or repairs.

Construction Inspector I

Education/Experience Required:

- High School diploma/GED required.
- Two years of field experience in municipal public works or private utility inspection.
- Must obtain a D Water Distribution license or Wastewater III within six months of employment.

Construction Inspector II

Education/Experience Required:

- High school diploma or equivalent.
- College-level courses in construction technology or equivalent are desirable.
- 3-5 years of experience.
- Water and wastewater Class C
- Stormwater basic

Construction Inspector III

Education/Experience Required:

- High School diploma or equivalent.
- College-level courses in construction technology or equivalent are desirable.

- Six plus years of experience.
- Water and wastewater Class C
- Stormwater basic

Other Requirements:

- Valid Texas Class C Driver License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and non-DOT physical.
- Bilingual preferred.

Department: Public Works

Location: Manor, Texas

Job Status: Full-Time

Hourly Rate: \$25.17- \$31.62

Schedule: Monday- Friday 8:00 a.m. – 5:00 p.m.

Job Close Date: Open until filled

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St.; by mail at P.O. Box 387, Manor, Texas 78653; by fax at 512-272-8636; via email at jobs@cityofmanor.org.

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer