



**STEPHANIE ANN GOFF, P.E., P.S.**

**GREENE COUNTY ENGINEER**

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## **JOB OPENING**

# **CONSTRUCTION INSPECTOR**

The Greene County Engineer's Office has an opening for a Construction Inspector in the Engineering Department.

Under the general supervision of the County Engineer or other designee, the construction inspector will conduct on-site inspections and coordination of all aspects of capital improvement projects, highway, bridge and subdivision infrastructure, including contractor communications, and construction operations to ensure compliance with county and state specifications.

Qualified applicants should submit a completed Greene County Application for Employment and a resume to the Greene County Engineer's Office, 615 Dayton-Xenia Road, Xenia, Ohio 45385 or e-mail completed application to [stephanie.goff@greencountyohio.gov](mailto:stephanie.goff@greencountyohio.gov).

Applications are available at the Greene County Engineer's webpage under Employment Opportunities, or can be picked up at the Engineer's office listed above.

Compensation is commensurate to ability and experience. There is a 180-day probationary period with this position.

DATE POSTED: October 10, 2022

DATE CLOSING: Until Filled

**POSITION: Construction Inspector**  
**LOCATION: Greene County Engineer's Office**

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DATE CLOSING: Until Filled

**SUMMARY:**

Under the general supervision of the County Engineer or other designee, conducts on-site inspections and coordination of all aspects of capital improvement projects, highway, bridge and subdivision infrastructure, including contractor communications, and construction operations to ensure compliance with county and state specifications.

**QUALIFICATIONS:**

An example of acceptable qualifications:

Completion of Associates degree in Construction Technology, Civil Engineering, or related field and four (4) years engineering or surveying experience, or equivalent; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Candidates must be capable of passing a comprehensive pre-employment background investigation, physical and drug test.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy; bridge inspector (O.D.O.T.) beneficial.

**EQUIPMENT OPERATED:**

The following are examples only and are not intended to be all inclusive:

Computer, ipad, computer software (Microsoft Office and other applicable computer software), copier, calculator, plotter/scanner, surveying equipment, small truck or automobile.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

An employee assigned to this job is expected to perform essential duties to job performance standards.

Inspects construction of development sites, including subdivision roads, storm sewers and related grading, and related utilities. Witnesses subgrade compaction, soils testing, paving, etc. Ensures that work is in conformance with the approved plans and all specifications. Possesses ability to read/comprehend project plans and specifications. Coordinates projects with utilities, consultants, and contractors. Recommends approval of construction and prepares punch-lists for unsatisfactory work. Keeps daily inspection logs with detailed information, including but not limited to, as-built drawings.

Inspects construction of contract County road improvement projects, culvert replacements and bridge replacement/rehabilitation projects. Ensures that work is in conformance with the approved plans and applicable County and State specifications. Coordinates projects with utilities and contractors. Recommends approval of construction and quantities for payment. Prepares punch-lists for unsatisfactory work. Keeps daily inspection logs with detailed information that can be used for as-built drawings. Liaison between the public and the contractor to resolve issues during construction.

Assist with annual inspections and inventory of county bridges and culverts. Evaluates the structural components of bridge members, determines adequacy of bridge abutments and completes the required inspection reports. Assists in preparing annual work program for county bridges based on inspection reports.

May assist with petitioned drainage projects involving construction, maintenance activities, and the coordination with Greene County SWCD. May also assist with miscellaneous drainage improvements involving county and township roadways.

May size driveway pipe and inspect finished driveway installation to ensure compliance with county standards.

May assist with surveying and layout of work by county forces.

Maintains good public relations as representative of the Engineer's Office in the field and before the public.

Resolves public relations problems and questions, and courteously interacts and responds to the public, elected officials, and co-workers.

Exhibits integrity, professionalism and ethical conduct as representative of the Engineer's Office.

Attends and participates in required trainings on topics relevant to the job to keep current.

Performs job responsibilities to performance standards and in accordance with the Engineer's Office policy, procedure and protocol. Complies with applicable laws and regulations as are applicable to the Engineer's Office and to job duties.

Works assigned schedule, exhibits regular and punctual attendance and works outside of normal schedule as required.

Maintains required licensures, certification and continuing education requirements, if any.

Meets all job safety requirements and all applicable safety standards that pertain to essential functions; follows all of the Engineer's safety policies and procedures, proper work methods, and procedures within defined work guidelines.

Attends staff meetings, training courses, seminars, conferences, etc., as assigned.

May perform other duties as assigned involving the functions of the county engineer's office.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Maintains personal and professional competence and awareness; acquires knowledge from professional journals; attends professional education and training sessions, seminars and workshops.

Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

Demonstrates regular and predictable attendance.

Performs other related duties as assigned.

### **WORK ENVIRONMENT:**

The work environment is representative of the conditions an employee typically encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibrations, and is occasionally exposed to high, precarious places; fumes or airborne particles, toxic or caustic chemicals; and risk of electrical shock. The noise level within the work environment is usually loud.

### **MINIMUM REQUIREMENTS:**

The candidate must have as minimum requirements:

Broad general knowledge of construction methods and procedures including equipment use and requirements.

Worked in cooperation with foreman, other supervisors as well as the public.

The ability to make independent decisions where required to make certain that the programs of the Greene County Engineer are carried forward in a timely and economical manner.

Positive record of punctuality and attendance.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** \*County, Department, and Division goals and objectives; \*County, Department, and Division policies and procedures; \*personnel rules and regulations; Basic civil engineering; road and bridge construction, maintenance and repair; utility construction, maintenance and repair; drafting techniques; inspection techniques; engineering design principles; surveying techniques; supervision; higher mathematics; organizational policies and procedures; subdivision and zoning codes; records preparation and management.

**Skill in:** Computer operation; survey equipment operation; detailed calculations; drafting, motor vehicle operation.

**Ability to:** Maintain records according to established procedures; deal with non-verbal symbols in formulas, equations, or graphs; prepare maps, charts, graphs or plans; gather, collate and classify information about data, people or things; use higher mathematics; perform light manual labor; travel to and gain access to work site; deal with many variables and determine specific action; understand, interpret and apply laws, rules or regulations to specific situations; use proper research methods to gather data; recognize unusual or threatening conditions and take appropriate action; answer routine telephone inquiries; exercise discretion and independent judgment; make and formulate policy; prepare routine correspondence; resolve complaints.