



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Inspector	<b>Job Number</b>	710-1045-040721
<b>Department Head</b>	Director of Transportation	<b>Date Open</b>	April 07, 2021
<b>Salary Range Minimum</b>	\$3,646.52 - \$5,469.73 Monthly – Dependent on Experience	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### Education and/or Experience

- An equivalent combination of education and experience may be substituted on a year for year basis.
- Requires a High School Diploma or GED.
- Prefer Bachelor's Degree or equivalent training in the area of civil engineering, construction management, or related field.
- Requires two years experience in road construction or conducting environmental inspections and studies.

### Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.
- Ability to maintain continuing education requirements for the State of Texas.
- NICET level certification in Highway Construction preferred.
- Certification with Texas Asphalt Pavement Association preferred.
- Certified Professional in Erosion and Sediment Control preferred.

### Responsibilities

- Performs inspections of all construction within the public right-of-way in Hays County, including subdivision construction, road improvement construction, driveway construction, utility construction, and other street cuts.
- Reads and interprets construction plans and blue prints.
- Performs basic surveying duties on County projects.
- Inspects and approves construction during all phases.
- Verifies that construction follows the approved plans.
- Supervises soils and compaction tests.
- Observes and approves geo-technical testing.
- Issues utility and driveway permits.
- Verifies that appropriate construction methods are used.
- Issues stop work orders and changes orders when necessary.
- Ensures that street and sidewalk repairs meet County codes and standards.
- Reviews and approves pay estimates for county projects.
- Monitors, oversees and approves work performed by contractors on County projects.
- Provides technical assistance and education to citizens, community, and special interest groups, and developers on environmental and engineering codes, requirements, and regulations.
- Provides testimony for enforcement cases.
- Initiates enforcement actions for non-compliance with environmental and drainage regulations.
- Performs site investigations and evaluates best management practices for erosion and sedimentation control and tree preservation and for compliance with landscape and tree ordinances.
- Performs other duties as assigned.

### Summary

Under limited supervision, the Inspector oversees the inspection of all development within the public right-of-way in Hays County to ensure construction and environmental codes and standards are met. The Inspector uses professional skills and knowledge to perform a wide range of technical methods and techniques to develop procedures, principles, concepts and methodology. The work involves treating a variety of problems, and situations including interpreting information and refining methods. This position affects Hays County policy, the well being of other persons, the general public, and organizations as a whole.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**