

City of Fort Worth, Texas

Job Description

Classification Title	Infrastructure Quality Control Specialist		
Job Code:	PR1710	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/12/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Leads, oversees and participates in the work of staff responsible for inspecting work quality and materials used in a variety of public works projects, including the construction, repair, maintenance or alteration of streets, curbs, sidewalks, drainage facilities, underground utilities and related structures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Conducts construction inspection. Monitors work performed by contractors; attends progress meetings; reviews and examines completed streets and construction to detect deviation from street construction standards, regulations, and practices. Reviews and determines reason for premature street construction failures; and recommends corrective action.
2. Interfaces with various agencies, Engineering Consultants, other departments/divisions and organizations to ensure compliance with city standards and procedures.
3. Reviews blue prints, drawings and specifications of street construction to ensure plans are being followed by outside contractor and Project Managers.
4. Works with City staff and contractors to ensure plant standards are followed. Identifies standards; and makes recommendations for changes and improvements to existing standards.
5. Ensures satisfactory work quality in conformance with City specifications and safety standards; maintains records and prepares reports on projects inspected; and performs a variety of technical tasks relative to assigned area of responsibility.
6. Examines streets on which the warranties are scheduled to expire to determine their condition and liability before the end of the warranty.
7. Acts as a liaison and resource to contractors, developers and the general public in the interpretation and explanation of city standards, services, requirements, specifications and related project information.
8. Participates in the development of policies and procedures, infrastructure design and construction; monitors work activities to ensure compliance with established policies

and procedures; and makes recommendations for changes and improvements to existing standards and procedures.

9. Identifies areas where pilot will be located. Works with contractors and city staff for connection of utilities required per pilot study; conducts visual inspections; reports deficiencies; and inputs data for reports.
10. Performs inspection duties on a variety of public works projects including the construction, repair, maintenance or alteration of streets, curbs, sidewalks, drainage facilities, underground utilities and related structures.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operations, services and activities of a comprehensive public works construction/quality control inspection program.
- Methods and techniques of providing public works construction inspection services.
- Practices and procedures related to quality assurance and control programs.
- Industry standards and specification for public works construction projects.
- Principles and practices of construction inspection and management.
- Principles, practices, methods and techniques of construction inspection and management; civil engineering; and inspecting public works construction projects.
- Principles of lead supervision and training.
- Accepted safety standards and methods of construction.
- Defects and faults in construction.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
- Methods and techniques of collecting, analyzing and testing construction materials.
- Materials and equipment used in public works construction projects.
- Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**

- Research and problem solving.
- Interpersonal relations.
- Troubleshooting.
- Computers and applicable software.
- Prioritization.
- Mathematics.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Interpret and explain public works construction activities in engineering terms.

- Design reconstruction projects.
- Read and interpret blueprints and other construction maps, plans and drawings.
- Interpret and explain basic engineering concepts and theories.
- Understand and explain engineering plans and specifications.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Perform mathematical computations rapidly and accurately.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lead, oversee and train assigned staff.
- Observe and take remedial action on non-compliance with city or industry construction standards and specifications.
- Read, understand and carry out testing procedures for soils, asphaltic material, concrete cylinders, material gradations and densities.
- Interpret and apply pertinent federal, state and local laws, codes and regulations.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in Engineering, Architecture, Construction Management or related field and five years of construction/quality control inspection experience involving the construction and maintenance of public works systems and structures.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.