**Inspector III**

## **Grade: 7**

**FLSA: Non-Exempt Date: 10/00**

Job Summary: Schedules and supervises the work of contractors; prepares invoices, quantity and cost estimates; performs other duties as assigned.

**Essential Functions:**

1. Schedules and supervises contractors in the construction of County highway, building, marine, and other projects;
2. Prepares field inspections and prepares written reports for grading permits, right-of-way permits, and public works agreement construction permits;
3. Performs inspections on stormwater management projects to ensure they are constructed per outlined plans;
4. Prepares sketches of site conditions and proposes designs/solutions to rectify field conditions such as sight distance and drainage;
5. Checks and approves invoices for contractors when services are rendered;
6. Prepares quantity and cost estimates for capital projects such as roadway construction, taxing districts, asphalt overlay, surface treatment, line striping, etc.;

## Contacts property owners and utility companies to obtain easements and rights-of-way for County projects;

1. Investigates complaints and resolves problems concerning road conditions;
2. Performs compaction tests and computes proper yields for asphalt;
3. Checks grade, alignment, and compaction on storm drains, water and sewage lines, and utility trenches to ensure proper drainage;
4. Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

## Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;

1. Ability to effectively communicate with other staff and members of the public;
2. Ability to learn relevant inspection procedures, and knowledge of relevant local, State, and Federal planning and zoning ordinances, codes, regulations and/or laws;
3. Ability to disseminate the above information to contractors and others;
4. Ability to use available resources to research information;
5. Ability to prepare and maintain accurate records;
6. Ability to follow through with assigned tasks;
7. Ability to schedule, supervise, and train others;
8. Proficient math and language skills.

Education and Experience:

1. High school diploma or G.E.D.;
2. Five years or more of related professional experience;
3. Or equivalent technical training, education, and/or experience.

Physical and Environmental Conditions:

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of 30 to 60 pounds.

## Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which requires a range of safety and other precautions, e.g., aggressive human behavior, poor outdoor weather conditions, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

# HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date