



CONSTRUCTION INSPECTOR

(FULL TIME, SALARY, NON-EXEMPT)

Salary Range \$37,000 – \$55,000

The Butler County Engineer's Office (BCEO), Butler County, Ohio, is seeking applicants for a **Construction Inspector**. The Construction Inspector will work under the general direction and supervision of the Construction Deputy and the Construction Manager. Major duties include inspecting, overseeing, testing, monitoring, directing, report generation, and other duties associated with new construction and contract maintenance operations on County and Township roads as well as subdivisions and other locations as needed, including storm water inspection and permit work on the County and Township system.

The Construction Inspector is responsible for assuring that proper construction practices are followed and that plans and specifications are adhered to, spotting potential problems and offering solution during construction in order to insure integrity of the County and Township infrastructure. The Construction Inspector is also responsible for inspection and review phases of the projects.

The successful candidate must have a valid Commercial Driver's License with fewer than 6 points at the appropriate level to operate motorized equipment of the size and type regulated by Section 4506 of the Ohio Revised Code, or attain a valid Class B Commercial Driver's License with fewer than 6 points within 120 days of employment.

The Construction Inspector must perform these functions with or without reasonable accommodation:

- Communicate well and work well with others and cooperate with residents of Butler County, vendors, customers, and employees of Butler County.
- Interpret a variety of instructions in written, oral, picture, or schedule form; understand manuals and verbal instruction, technical in nature; use technical mathematics to include statistical analysis as it applies to construction; resolve complaints from citizens and government officials; and, cooperate with co-workers on group projects.
- Inspect moderate construction and subdivision projects related to experience to ensure contractor compliance with specifications, plans and/or proposals, verify plan quantities and calculations with blueprints and verify basic laboratory and/or field tests on materials proposed for construction and/or on producers' or suppliers' stock obtained from field to determine compliance with specifications.
- Prepare and maintain project records and reports (e.g., daily diary, inspection reports, pay item quantities, progress estimates, contractor's construction methods, and material inspection); utilize applicable systems and devices to record information and generate reports.
- Interact with co-workers, contractor representatives and other government officials to ensure that the project adheres to the plans and specifications for the future integrity of the County, Township, or State infrastructure.
- Define problems in the field, collect data, establish facts, and draw valid conclusions and consult the Construction Manager to implement minor and major changes to the project.

- Interpret and enforce the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- Monitor all material testing and sampling, including, but not limited to concrete cylinders, air tests, slump tests and soil compactions tests.
- Identify and define problems in the field, collect data, establish facts and draw valid conclusions.
- Mediate disputes and conflicts with contractors, utility companies, inspection firms, property owners and the public, in general.
- Work primarily from an agency vehicle and travel to various construction sites around Butler County maneuvering on the rough terrain of heavy construction sites including large excavations and trenches.
- Lift and maneuver all equipment necessary for testing, sampling, and measuring of construction materials.
- Bend, stand, walk, and otherwise function at County, ODOT, Township and subdivision construction sites.
- In addition to the regular duties, the Construction Inspector must be available for snow and Ice control. This requires operating a dump truck/snow plow and removing snow and spreading chemicals and materials on county roads. Must be available to perform this function during shift intervals, all hours of the day, seven days a week.
- Wear uniforms and safety equipment as required by OSHA and BCEO safety policy.

The successful candidate must perform other functions as required:

- Perform plan review for non-complex construction projects.
- Prepare preliminary estimates and Engineer's estimates for non-complex construction contracts.
- Prepare non-complex construction contracts.
- Learn to perform plan review for basic construction projects.
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- Learn to prepare basic construction contracts.
- Perform snow and ice control and related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments.
- Perform culvert and pavement inspections as needed and help inspect bridges as directed.
- Check road mileage and update computer files as required.
- Work with townships to prepare estimates for non-complex Community Development Block Grant (CDBG) and other township projects.
- Inspect subdivision construction to assure that best management practices for water quality are followed by developers and builders.
- Any other function as determined by the Supervisor or Manager.

The following skills and knowledge are needed to perform the expected duties:

- Have a working knowledge of and learn to be proficient in the policies and procedures of the Construction Department as they apply to the work assignments.
- Must learn the policies and procedures for purchasing and accounting as they apply to the Accounting Department and as required by the Butler County Auditor and Board of Commissioners.
- Must be able to read and interpret blueprints, mechanical plans and construction and right-of-way plans, and must have a good working knowledge for all necessary calculations and documentations for basic to moderate construction projects.

- Have a working knowledge of and learn to be proficient in plan reading and all necessary calculations and documentations for more complex construction projects.
- Have a working knowledge of and learn to be proficient in the ODOT Spec Book, BCEO Subdivision Standards, Butler County Storm Water Manual, and BCEO Access Management Standards.
- Have a working knowledge of and learn to be proficient in inspection techniques.
- Keep accurate records and convert to accurate, meaningful, and concise reports.
- Have strong written and verbal communication skills and develop good working relationships with the public.
- Identify and define problems, collect data, establish facts, draw valid conclusions, recommend and implement needed changes in the field.

Unusual Working Conditions:

- Work is normally performed outside with exposure to inclement weather conditions including rain, lightning, humidity, and hot temperatures in summer time and cold temperatures in winter and on-going traffic.
- Employee may be exposed at construction sites to electrical and mechanical hazards; insects such as bees, mosquitoes, flies, and spiders; exposed to rodents including mice and rats; exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac, and pollen and other unfavorable health and safety factors.
- Much time will be spent in vehicle driving from one construction location to another within a confined work area while driving truck. Some work may be performed in a mobile office with little or no unusual physical exertion and little exposure to hazards.
- Must be available to work outside of normal working hours and at night including weekends.

The employee in this position will work from the Butler County Engineer's Office. Normal hours of work are 7:30 a.m. to 4:30 p.m. Monday through Friday.

In addition to the salary mentioned above the position includes an excellent benefits package. Please submit a cover letter, resume and salary history on or before May 18, 2018 by mail to the Butler County Engineer's Office, Attn: Alan Steele, 1921 Fairgrove Avenue, Hamilton, OH 45011 or email to steelea@bceo.org.

BCEO IS AN EQUAL OPPORTUNITY EMPLOYER

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.