



**JOB SPECIFICATION**  
**CAPITAL PROJECTS INSPECTOR**

Code 17285  
Grade GS 52

***General***

Under general supervision, conducts construction inspections of all City of El Paso capital projects and provides skilled technical support for the Engineering Department.

***Typical Duties:***

Conducts inspections. Involves: Conduct on-site technical inspections of construction projects including, but not limited to; buildings, parks, facilities, street and drainage improvements, for compliance with approved plans and specifications, appropriate codes, ordinances or laws. This will entail skilled inspection of foundation, framing, electrical, plumbing, HVAC, structural, roofing and all other building systems. May need to research technical questions and coordinate the assistance of other experts. The incumbent will become an integral part of a team which oversees the legal and efficient utilization of taxpayer's investments in municipal facilities.

Communicates. Involves: Prepare detailed oral or written technical reports of inspection results. May be asked to make oral presentations to management staff and/or elected officials at official meetings.

Supervises assigned personnel. Involves: Schedule, assign, instruct, guide, check and evaluate day-to-day work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Counsel, motivate and maintain harmonious working relationships among staff. Arrange for or engage in employee training and development. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Other duties as assigned.



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***Knowledge, Skills, and Abilities***

- Working knowledge of Microsoft Office applications.
- Good knowledge of contemporary construction methods and techniques.
- Ability to read and accurately interpret construction plans, specifications, codes, ordinances and laws.
- Ability to successfully resolve problems and conflicts in a construction environment.
- Ability to establish and maintain productive relationships with other construction industry professionals.
- Ability to work outdoors in harsh weather conditions.

***Other Job Characteristics***

- May require working evenings, weekends or holidays and occasional lifting of equipment or materials of 30 pounds.
- The duties of this position will be primarily conducted in a field environment exposing the incumbent to extreme weather conditions.

***Minimum Qualifications***

Education and Experience: A High School diploma or GED, and two (2) years journey, master, or supervisory level, building trades experience.

Licenses and Certificates: Valid "Class C" Texas Driver's License.