



## **Employment Opportunity**

### **Construction Inspection Manager – Bureau of Engineering**

\$53,540 - \$56,217 annual salary range (Grade C13)

40 hour *exempt* position with full benefit package

**Apply By: Friday, February 15. 2019 @ 5:00 p.m.**

---

---

**GENERAL RESPONSIBILITIES** Oversees the construction of Public Works projects in accordance with Federal, State, and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Compile reports required by management or government agencies
3. Determine work procedures, prepare work schedules, and expedite workflow
4. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
5. Assign duties to Construction Inspectors and examine their work for exactness, neatness, and conformance to policies and procedures
6. Study, develop and standardize procedures and policies to improve efficiency and ensure continuous and safe operations
7. Address errors and complaints
8. Oversee the construction of roads, bridges, and paving overlays
9. Coordinate inspection of projects and communicate with contractors
10. Review financial records and recommend release of Public Work Agreement funds
11. Apply principles, practices, laws and regulations for public work construction
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
15. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

### **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Civil Engineering
2. Five years experience in construction inspection, including two years supervisory experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **SPECIAL REQUIREMENT**

1. Valid driver's license

A Carroll County Government job application is required for this position

Apply on-line: [ccgovernment.carr.org](http://ccgovernment.carr.org)

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 1/25/19**  
(19-62)

**Carroll County is an equal opportunity employer**