

**Jefferson County, West Virginia
Job Description**

Position Title:	Land Development Inspector	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status:	Exempt

Statement of Duties: Employee performs technical and administrative assignments related to ensuring that land development projects are constructed in accordance with approved plans, regulations, ordinances and policy; and ensuring that construction bond amounts are adequate to cover construction costs. Employee is required to perform all similar or related duties.

Supervision Required: Working under the general direction of the Chief County Engineer, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced Judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to client records and department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, monetary loss, legal repercussions, personal injury, and/or injury to self or others.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

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Work Environment: Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying equipment or work materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Draft Bonding Agreements and manage bonding agreements. Review bond surety/performance bonds for compliance with the county's bonding policy. Maintain and manage all bonding related records, documents and third-party reports/certifications.
2. Periodic inspection of residential subdivision and commercial site development projects for compliance with Jefferson County land development ordinances, including but not limited to: sediment and erosion control, storm water management and storm drainage systems, roadways and parking lots, landscaping, site grading, traffic control devices and markings, water and sanitary sewer systems, etc.
3. Update and maintain current construction unit-cost data for estimating construction bonds.
4. Review and approval of construction bond estimates for surety/performance bond purposes.

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5. Review construction bond reduction/release requests and conduct final inspections to verify that all site work is complete in accordance with the approved plans prior to reduction/release of the construction bond.
6. Maintains record of third-party as-built plans, inspections and certifications.
7. Take measurements and use a digital camera to document stages of construction with photographs; and maintain record of in-house site inspection reports and approvals.
8. Produce accurate job related correspondence to consultants, developers, etc.
9. Recommend revisions to site development details and standards.

Recommended Minimum Qualifications:

Education and Experience: Associate's Degree in Civil Engineering Technology or Construction Management with five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of Civil Engineering principals, practices and theory, heavy site construction process and methods, building construction trades and terminology and construction methods of all aspects of residential and commercial land development projects. Also, knowledge/experience managing legal agreements. Understanding of geotechnical reports. Knowledge of stormwater management and sediment and erosion control concepts.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors, developers and state regulatory authorities. Ability to enforce the requirements of plans and specifications and follow established standards and procedures. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, proficient computer & keyboarding skills, proficient with Microsoft Office Suite (Word, Excel, Outlook), proficient written and oral communications skills.

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Physical and Mental Requirements

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 position's essential functions

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.