

Posting dates: 4/28/2010 - 5/12/2010

Successful candidate will be slotted as a I, II, or III based on qualifications. Salary will range from \$39,546.00 to \$61,573.00, and will be relevant to either a I, II or III slotting. Field Inspector II: Bachelors Degree or equivalency, 15 college credit hours, and 6 years progressive experience in designated field of expertise, to include 3 years overseeing work of support/subordinate staff. Field Inspector III: Bachelors Degree or equivalency, 30 college credit hours, and 8 years progressive experience in designated field of expertise, to include 5 years overseeing work of support/subordinate staff. All applicants must apply online

**DALLAS AREA RAPID TRANSIT
JOB POSTING**

(* indicates requisition 3657)

Job Title*: Field Inspector I	Pay Grade*: S7/\$37,429 - \$48,162
Section*: Project Contracts-Fleet	Job Code: 0719
Division*: Facility Maintenance Building	FLSA/EEO: Non-exempt/Technicians
Department*: Maintenance	

GENERAL SUMMARY:

Inspects administration, operating, and passenger facilities/amenities including: maintenance and repair shops, sub stations, bus stops/amenities, transit centers, rail passenger stations, tunnel systems, workstation reconfiguration, and building management services for Dallas Area Rapid Transit's (DART's) Maintenance department. Monitors and enforces contract compliance for multiple contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs routine duties related to maintenance service functional area of assignment, and provides support on special maintenance projects.
2. Oversee service contracts for maintenance, landscaping, janitorial, station cleaning, moving services, workstation reconfiguration, and building management services.
3. Site visits to monitor work completed, and to ensure compliance with scope of work.
4. Submit maintenance work orders for repair, service and/or replacement actions as necessary.
5. Review, and approve contractor invoices to ensure accurate billing.
6. Assists in updating contracts and procedural specifications as required.
7. Responds to complaints and/or issues pertaining to contract compliance.
8. Recognize trends, identify problems, and recommend action to correct problems.
9. Coordinate code enforcement, street repairs, and maintenance activities with City Inspectors and Code Enforcement Officials.
10. Perform other duties as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Note: An equivalent combination of related education and experience may be substituted for the below stated minimums excluding High School Diploma, GED, Licenses, or Certifications.

1. Associate Degree from an accredited college or university in Construction Technology, Business Administration, Public Administration, Transportation, heavy equipment, automotive, electrical, electronic, or other technical fields.
2. Four (4) years progressively responsible technical experience in facility and fleet maintenance inspection activities to include mechanical, electrical, and structural inspection.
3. Valid Class A, B, or C Texas drivers license, no Driving While Intoxicated (DWI) conviction within the last sixty (60) consecutive months, not more than one (1) DWI on driving record, and not more than three (3) convictions of moving violations within the last thirty-six (36) consecutive months on driving record in order to operate DART non-revenue vehicles.
4. Pass physical (medical) examination, which includes a drug and alcohol screen in order to operate DART non-revenue vehicles.
5. Analytical skill to find solutions to technical, and administrative problems.
6. Interpersonal skills required to effectively communicate with all levels, both inside and outside of DART.

7. Proficient with personal computer (PC) and software applications such as Windows, word processing, spreadsheet, database; typical office equipment such as copier, calculator, typewriter, facsimile, etc.

REPORTING RELATIONSHIP:

Reports to Mgr. Fleet Services Support *

WORKING CONDITIONS:

Works in an environment where there is minimum exposure to dust, noise, or temperature. May be moderately exposed to unpleasant working conditions to include dust, noise, temperature, weather, petroleum products, and chemicals while visiting DART's operating facilities, assuming incumbent is observing all policies and procedures, safety precautions and regulations, and using all protective clothing and devices provided.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may perform other duties as assigned.

DART is proud to be an Equal Opportunity Employer, supporting diversity in the workplace. M/F/D/V

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