



Town of Nolensville, TN

Job Title: Construction Inspector

Reports To: Town Engineer

Supervises: None

FLSA Status: Non-Exempt

Closing Date: September 5, 2025

Purpose of Classification

The purpose of this classification is to conduct inspections of construction projects involving city rights-of-way, streets, subdivisions, and storm water systems.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

Inspects roadways, storm water systems, and construction of infrastructure to ensure proper operation and maintenance is achieved; documents and records deficiencies and discrepancies; notifies the proper people involved to correct deficiencies.

May conduct bi-weekly inspections for the Storm Water Pollution Prevention Program for Capital Projects, Commercial, and Residential Development Projects for compliance with TDEC and Town standards.

Conducts final inspections of commercial, residential, and Capital Improvement Plan projects; compiles a correction list; reviews and assists in inspections for bond extension or release.

Prepares construction reports identifying manpower, equipment, contractor activities and quantities; reviews contractor pay requests and verifies quantities reported for Town Capital Projects

Respond to drainage complaints from residents; conducts drainage inspections; confers with Town Engineer; coordinates with Public Works for minor maintenance, major repairs, or modifications to be completed; may inspect repairs during and after construction completion.

Attends pre-construction and construction progress meetings.

Coordinates with other Town Departments and utility services.

Inspects and advises other town departments of issues with infrastructure and safety particularly during emergency situations.

Coordinates with contractors to ensure safety in traffic work zones for projects that affect the Town's Right of Way.

Communicates with others in spoken and written English to ensure the safe and efficient operations of the business.

Ensure contractors establish and provide as-built drawings.

Inspects materials used on construction projects to ensure compliance with established specifications; inspects, measures, and records quantity and quality of materials used on projects; coordinates sub-grade material testing with contractor geotechnical engineer.

Inspects construction of new roadbeds and slopes, driveways, storm water systems, headwalls, retaining walls, bridges, box culverts, and water runoff retention ponds.

Determines need for under-cut for proposed roadbeds.

Inspects installation of underground utility backfill, curbs, gutters, guard rails, fencing, base stone asphalt binder and asphalt topping.

Inspects erosion control systems.

Inspects proposed subdivision sites to ensure all storm water management systems are in place.

Inspects demolition of existing roadways and old storm sewer systems; inspects clearing of construction sites.

Coordinates with contractors to ensure traffic control systems are in place.

Ensures completion of all testing procedures and requirements per town specifications.

Conducts follow-up inspections of work sites.

Coordinates final inspections with town representatives and contractor representatives.

Approves or rejects workmanship or construction materials as appropriate.

Attends various meetings as needed including pre-construction meetings, pre-bid meetings, and on-site meetings with contractors, utility companies, and design engineers; meets with property owners of adjacent properties; meets with development managers to review subdivision plans.

Reviews or completes various forms, reports, correspondence, logs, pay estimates, or other documents.

Receives various forms, reports, correspondence, permit applications, installation plans, specifications, subdivision regulations, codes, ordinances, manuals, reference materials, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.

Operates a variety of equipment, tools and instruments associated with inspection activities, which may include a utility vehicle, camera, mobile telephone, measuring wheel, and calculator.

Communicates via telephone; provides information; takes and relays messages; responds to requests for service or assistance.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with supervisor, employees, other departments, utility companies, contractors, design engineers, subdivision developers, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

May be required to work occasional Saturdays if inspections are needed.

Minimum Qualifications

High School diploma or GED equivalent.

Must possess and maintain a valid Tennessee Driver's License.

Complete and pass TDOT's *Construction Engineering and Inspection (CEI)* Training Course Level 1 within one (1) year of employment.

Preferred Qualifications

Four (4) years of experience in construction and/or maintenance of roadways or related field.

Complete and pass *Fundamentals of Erosion Prevention and Sediment Control* course, or an equivalent course, within one (1) year of employment.

ADA Compliance

Physical Ability: Tasks require the ability to exert high physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Involves exerting up to 20 pounds of force on a regular and recurring basis. Tasks may involve extended periods walking or standing.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, toxic agents, or violence.

Benefits

Employer paid medical, dental, vision and life insurance for employee.

The Town is a participating employer of the Tennessee Consolidated Retirement System (TCRS).

Paid time off including vacation, sick, and holiday.

For additional details, please see full job description [Employment Opportunities | Town of Nolensville](#).

HOW TO APPLY

Qualified applicants shall submit a cover letter, resume, and completed employment application to the Town of Nolensville, Attn: Kelly Lancaster, Human Resource Director, 7218 Nolensville Road, Nolensville, TN 37135 or email to klancaster@nolensvilletn.gov. Please upload the cover letter and resume as an attachment to the completed employment application that can be found on the Town website and submit the entire package following the instructions provided. The Town will be accepting applications through September 5, 2025. Position open until filled. For more details and to access the Position profile and employment application form, visit [Employment Opportunities | Town of Nolensville](#).

The Town of Nolensville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.