



CITY OF TOMBALL PUBLIC POSITION POSTING

CONSTRUCTION COORDINATOR

The City of Tomball is accepting applications for the position of Construction Coordinator. The position supports Engineering and Planning by consulting with development professionals and citizens concerning technical and zoning-related matters. Review plats, site plans, construction plans and perform inspections to ensure compliance with City of Tomball criteria. Perform job duties in a way that promotes a positive image of the City, demonstrates effective interpersonal skills and delivers exemplary customer service.

QUALIFICATIONS:

- B.S. Degree in Construction Management or related field preferred
- Experience inspecting all types of infrastructure including water, sewer, natural gas, streets, drainage, etc.
- Proficiency with Microsoft Office
- Ability to read and interpret construction drawings, contract documents, technical specifications, title reports, easement and right-of-way documents, technical reports for compliance and design specifications
- Excellent communication skills, both verbal and written
- Valid Texas driver's license with acceptable driving record
- Must be able to work immediately before, during and/or immediately after an emergency

SALARY RANGE:

- Hiring range: \$48,855 - \$51,298
 - Salary range: \$48,855 - \$66,098
- Salary is dependent on qualifications and certifications.

CLOSING DATE:

- Applications will be accepted until Wednesday, October 9, 2019 at 5:00pm.

Applications are available on our website at www.tomballtx.gov and may be submitted to:

- City Hall, attn: Human Resources, 401 Market Street, Tomball, TX 77375
- Fax (281) 290-1088 or e-mail hr@tomballtx.gov
- Office hours are 8 am to 5 pm Mon – Thurs. & 8 am to 4 pm Fri.

Equal Employment Opportunity Statement - The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.

9/25/2019