



Chief Site Inspector

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$65,437 starting...**

If our **Chief Site Inspector** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



JOB TITLE: Chief Site Inspector **GRADE** 13
DEPARTMENT: Division of Permits & Inspections **FLSA STATUS:** Non Exempt
REPORTS TO: Director of Permits & Inspections

GENERAL RESPONSIBILITIES:

Responsible for the technical support and supervision of department land development and Capital Improvement Project (CIP) inspectors while maintaining current inspection responsibilities. Responsible for the inspection of public and private projects during construction to assure compliance with approved plans and specifications, maintenance of surety, grading, and other records for developed infrastructure, receives and responds to citizen inquiries. Works independently and with inspectors on a daily basis to ensure inspections are handled in a timely manner with proper customer service skills. Exercises considerable initiative and independent judgment to formulate and implement an ever-improving inspection staff. Directions are provided by the Director of Permits & Inspections

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Perform inspection of private land development projects including, yet not limited to, roads, bridges, buildings, drainage systems to ensure project activities and conditions are in compliance with approved plans and specifications.
2. Assist the Director with supervision and regular coordination of inspection activities
3. Coordinates with County officials, other divisions, public utilities and other agencies as the project necessitates.
4. Support the day to day activities of the construction and CIP inspection staff.
5. Assist in the formulation of policies, procedures, and programs.
6. Provide consultation to property owners and contractors as related to departmental requirements.
7. Regularly prepare both oral and written administrative reports.
8. Provide oversight on the inspectors' daily schedule to accommodate inspections within the same or next business day.
9. Cross train inspection staff to meet departmental needs most efficiently.
10. Ensure inspectors are afforded educational opportunities to maintain a current knowledge base.
11. Prepare performance evaluations and goal setting for inspectors.
12. Consult with the Director on challenging and unusual circumstances.
13. Ensure coverage of inspector areas in their absence.
14. Develop and maintain positive public relations with emphasis on customer service.
15. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of department programs, policies and procedures
2. Thorough knowledge of County land development and stormwater policies
3. Ability to solve problems and resolve conflict
4. Communicate effectively in writing and orally
5. Read and interpret blueprint drawings
6. Direct, supervise, train, and evaluate staff
7. Possess adequate computer skills to schedule and document inspections, write reports, and maintain electronic files.

EDUCATION AND EXPERIENCE:

1. Any combination of education and experience equivalent to graduation from an accredited community college with major course work in engineering, architecture, or code enforcement,
2. () (10) Ten years of construction and/ or inspection experience
3. (7) Seven years of supervisory construction experience

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, kneeling, crouching, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. MARTCP HMA Field Technician Certification, or ability to obtain within 12 months
3. MDE Erosion and Sediment Control Certification, or ability to obtain within 12 months
4. Flagger Certification or ability to obtain within 12 months

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 05/2017, 2/2019

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Monday, March 30, 2026**