



JOB DESCRIPTION

POSITION	Project Inspector	Salary Grade:
DEPARTMENT	Construction	FLSA Status: Non-Exempt
REPORTS TO	Project Manager	March 25, 2025

PRIMARY FUNCTION

The Project Inspector performs a wide variety of tasks in the field relating to the oversight of planning, installation, and maintenance of piping systems. This individual will be responsible for ensuring the accuracy of all as-builts, paperwork, and contractor invoices. This individual’s primary work is to oversee all construction activities to ensure that NEO’s safety and construction procedures are followed and meet NEO’s quality standards. Duties may include the oversight of new pipeline installations, station rebuilds, and system replacements of any aspect or component of the gas utility infrastructure.

The Project Inspector position is primarily responsible for overseeing the contractor crews daily work on our gas system. They will be proficient in the safe and efficient operation of excavation equipment, all types of natural gas pipeline installation methods and tooling. They will have a strong knowledge of excavation best practices, and installation and maintenance methods required to work on regulated gas systems. This position reports daily to the Project Manager to ensure safety, quality, and efficiency.

Inspector Duties

- Have daily oversight of crews on new construction and maintenance activities
- Lead pre-construction meetings with contractors and project team
- Control & Coordinate material & company inventory / Inventory management
- Provide as-built collection, including data collection for updated mapping and provide information for company records
- Self-inspect & manage company construction activities to ensure compliance with Public Utility Commission of Ohio (PUCO) and company requirements
- Coordinate & schedule construction activities and report to Project Manager
- Coordinate construction activities with Operations personnel & customer service for system shutdowns and tie-ins
- Maintain company vehicle and equipment
- Foster a team atmosphere

Miscellaneous

- Maintain Operator Qualification certification
- Have a thorough knowledge of natural gas pipeline installation methods for PE and Steel pipe
- Maintain company tools and equipment
- Be a leader, advocate and champion for safety and quality



QUALIFICATIONS

High school diploma is required for this position. Experience in natural gas pipeline installation of PE and Steel pipe is required. This individual MUST have a thorough knowledge of Federal code part 192, as well as Ohio revise code as it applies to pipeline installation and construction.

COMPETENCIES

- Ability to clearly communicate complex ideas verbally and in writing. Communication is crucial for ease of understanding between customers, authorities, and fellow employees.
- An analytical ability to investigate electrical and mechanical indications and use them to arrive at solutions to complex problems.
- Experience as a heavy equipment operator; possession of a manufacturer's certificate of training in electronic control devices; experience in corrosion control and the utility pipeline or plumbing industries;
- A motor vehicle operator with valid license is required, and the applicant must be bondable with no record of felony convictions.
- Experience with the Microsoft Office suite is desirable.

WORKING CONDITIONS

PHYSICAL DEMANDS:

Daily activity is fast paced, mentally demanding, and with production goals. Duties involve daily paperwork, log books, and minimal manual labor. The individual must be available to work extended hours; job site reporting is common.

Majority of the workday is spent outdoors; therefore this individual is exposed to (and must have tolerance for) extremes of heat, cold, noise, and dust. Exposure to construction equipment and normal driving hazards is encountered regularly.

SAFETY SENSITIVE JOB:

This is a safety sensitive job and as such is subject to random drug testing as required by the U.S. Department of Transportation (D.O.T.). Employment is contingent upon passing a pre-employment physical examination and completing DOT OQ courses.

This job description is not a contract nor implied to be all-inclusive. As a result duties may change from time to time. This description should be reviewed at least annually to ensure duties are appropriately stated. The employee's signature acknowledges receipt of this description.

Employee Name _____

Employee Signature _____ Date _____