



**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Construction Inspector I (Seasonal)	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	9075
<b>DIVISION:</b>	Engineering Services	<b>DATE:</b>	03/16/2017
<b>REPORTS TO:</b>	Supervisory Civil Engineer	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b>	<b>PART-TIME:</b> <b>TEMPORARY:</b> XXXX	<b>COST CENTER:</b>	615
<b>REPLACES:</b>	N/A	<b>LAST REVISED DATE:</b>	03/09/2015

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**JOB SUMMARY STATEMENT:**

Conducts inspections of residential sidewalk construction in subdivisions; public storm sewer construction; erosion control methods; residential lots for Engineering Services plot plan inspection requirements; and Right-of-Way Work Permit Program. Conducts/witnesses material testing for specification compliance related to public improvements construction. Assists other inspectors with inspection of street construction, grading operations, and public improvement structures. Investigates citizens complaints regarding drainage, maintenance, erosion problems, etc. Assists in emergency operations as required.

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**DUTIES AND RESPONSIBILITIES:**

1. Inspects residential sidewalk construction associated with subdivisions. Completes checks of horizontal and vertical placement of sidewalk forms and visually inspects subgrade prior to concrete construction.
2. Assists with inspection of public storm sewer construction including bedding material, pipe & RCB installation, precast and cast-in-place structure installation, ditch liners and subsidiary items associated with developer-funded projects. Assures contractors complete required concrete tests for cast-in-place structures, compaction and moisture tests for bedding and backfill.
3. Inspects installed erosion control measures for code compliance on all developer-funded projects within the city. Verifies that materials used comply with plans and that all erosion control is in place prior to grading operation commencement. Checks erosion control for maintenance needs and inadequacies throughout duration of project.
4. Lead inspector for residential lot site grade inspections related to verifying installation of overflow drainage swales, structure minimum low opening (MLO) elevations, right-of-way grading, minimum lot slope and overall site grading.
5. Conducts (or observes) testing for quality assurance for public improvement construction associated with developer-funded projects. Performs (or observes) random testing of subgrade compaction and moisture requirements, asphalt base and surface compaction, and required concrete tests. Must be familiar with testing requirements. Responsible for approving or rejecting material based on test results.
6. Inspects developer-associated work under the city Right-of-Way Work Permit Program. Inspections may include street cuts, street restoration, sod and grade restoration, city utility repair, sidewalk repair, etc.
7. Investigates citizen's complaints regarding drainage, maintenance, erosion problems, etc.
8. Inspects private portion of commercial development projects for cursory check that improvements and grading meet the plans and OPMC specifications.
9. Assists with inspection of street construction including subgrade preparation, pavement (asphalt and/or concrete)

placement, and concrete curb & gutter associated with residential subdivision and commercial development.

10. Assists with inspection of grading operations including compaction, moisture content, stabilization construction and overall site grading.
11. Assists lead inspector in gathering information required for a material and testing documentation file for each project. Collects applicable material testing results and certifications associated with each construction project.
12. Assists lead inspector with documentation of all pertinent construction activities for each project. Documentation to include the routine entering of inspections into the City's electronic database (On-line development center/Tidemark).
13. Performs enforcement actions as necessary. Actions to include: rejection of noncompliant material and construction, issuance of notices of violation.
14. Assists in emergency operations as required.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organizations with which interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

### **GENERAL QUALIFICATIONS**

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#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

- High School Diploma or equivalent with additional courses in construction or engineering technology or additional equivalent experience.
- Possession of an appropriate valid driver's license. Must maintain insurable driving record.

#### **EXPERIENCE:**

- One year of experience in construction inspection, surveying, material testing, or construction experience with projects including public improvements, or an equivalent level of experience preferred.

#### **SKILLS:**

1. Manual dexterity
2. Basic math skills
3. Reading and interpreting of construction plans and blueprints
4. Surveying
5. Good oral and written communication skills
6. Computer skills

#### **MENTAL REQUIREMENTS:**

1. Concentration
2. Mechanical aptitude
3. Alpha and numeric recognition
4. Ability to read, comprehend and apply City codes and regulations to ensure compliance
5. Diplomacy
6. Ability to work under distracting conditions
7. Ability to assess situation and use judgement in responding
8. Abstract & logical reasoning
9. Mathematical aptitude
10. Analytical skills
11. Ability to work independently

**PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate for computer data entry
2. Visual stamina and acuity adequate to accurately operate surveying equipment, calculator and concrete testing equipment
3. Ability to visually review engineering plans and reports
4. Ability to travel and tour worksites within the City in adverse environmental conditions to include but not limited to construction sites and interior and exterior building inspections
5. Ability to operate City vehicles
6. Visual acuity to examine construction materials and finished structures
7. Visual stamina and acuity adequate to ascertain measurements
8. Climbing down inlets and crawl through pipes during inspection of storm sewers
9. Ability to adjust to temperature extremes
10. Ability to make and receive phone calls
11. Ability to withstand exposure to high noise levels, dust, and dirt with appropriate protective gear

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces; variable environmental conditions
Walking	Frequent	even and uneven surfaces; variable environmental conditions
Sitting	Frequent	motor vehicle operation / data entry
Driving	Frequent	motor vehicle operation; automatic transmission
Bending	Frequent	various postures required to complete inspection - form inspection
Stooping	Frequent	various postures required to complete inspection - form inspection
Twisting	Frequent	computer usage while in vehicle
Kneeling	Occasional	various postures required to complete inspection
Squatting	Occasional	various postures required to complete inspection
Crawling	Occasional	crawling required through confined spaces
Stairs	Frequent	streets / curbs / homes
Ladders	Occasional	various postures required to complete inspection

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Man hole lid	80-100 lbs.	0 - 6 inches	variable	variable	two hand lift
Tripod - laser level	12 lbs.	floor to shoulder	variable	variable	one or two hand lift
Concrete cylinders	35 lbs.	floor to shoulder	variable	variable	two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Man hole lid	80-100 lbs	2-3 feet	variable	variable	two hand carry
Tripod - laser level	12 lbs.	up to 200 yds.	variable	variable	one or two hand carry
Concrete cylinders	35 lbs.	up to 100 yds.	variable	variable	two hand carry

<b>PUSHING/PULLING</b>	<b>FORCE</b>	<b>FRQUENCY/DUR</b>	<b>DESCRIPTION</b>
160 lb. man hole cover	73 lbs.	occasional	2 hand push
Material spinner	100 lbs.	occasional	two person push/pull - 20 inches
Snow plow	40 lbs.	occasional	one person-2 hand push/pull

<b>REACHING</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Above shoulder	occasional	required during inspection
At shoulder level	occasional	required during inspection
Below shoulder level	freq. to const.	required during inspection / driving

<b>FINE MOTOR</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Gripping	up to constant	motor vehicle operation; inspection procedures
Pinching	up to constant	motor vehicle operation; inspection procedures
Wrist Flexion / Extension	up to constant	motor vehicle operation; inspection procedures
Wrist Pronation / Supination	up to constant	motor vehicle operation; inspection procedures