

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Construction Inspection Aide	BAND/LEVEL:	NE/00
DEPARTMENT:	Planning & Development Services	JOB NO:	9085
DIVISION:	Engineering Services	DATE:	1/31/16
REPORTS TO:	Supervisory Civil Engineer	FLSA STATUS:	NE
FULL-TIME:	PART-TIME:	TEMPORARY:	XX
		COST CENTER:	615

REPLACES: _____ **DATE:** _____

JOB SUMMARY STATEMENT:

Conducts inspections of residential sidewalk and driveway construction in subdivisions; public storm sewer construction; residential lots for Engineering Services plot plan inspection requirements; Observes material testing for specification compliance related to public improvements construction. Assists other inspectors with inspection of street construction, and public improvement structures.

DUTIES AND RESPONSIBILITIES:

1. Inspects residential sidewalk and driveway 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, and subsidiary items associated with developer-funded projects. observes required concrete tests for cast-in-place structures.
3. Assists 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.
4. Observes testing for quality assurance for public improvement construction associated with developer-funded projects. observes random testing of subgrade compaction and moisture requirements, asphalt base and surface compaction, and required concrete tests. Must be familiar with testing requirements.
5. 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.
6. 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.
7. 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 data base (On-line development center/Tidemark).
8. 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.
9. 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

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:

None.

SKILLS:

1. Manual dexterity
2. Basic math skills
3. Good oral and written communication skills
4. 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. Ability to work under distracting conditions
6. Ability to assess situation and use judgement in responding
7. Abstract & logical reasoning
8. Mathematical aptitude
9. Analytical skills
10. 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

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

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
Stairs	Frequent	streets / curbs / homes
Ladders	Occasional	various postures required to complete inspection

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
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
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

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

FINE MOTOR	DURATION	DESCRIPTION
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