

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Construction Inspector, Senior	BAND/LEVEL:	TECH III
DEPARTMENT:	Public Works	JOB NO:	3410
DIVISION:	Engineering	DATE:	02/02/16
REPORTS TO:	Supervisor, Construction Inspection	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 310

REPLACES: Construction Inspector, Senior

DATE: 06/22/15

JOB SUMMARY STATEMENT:

Conducts inspections of the construction of sidewalks, curbs, storm sewers and major storm sewer structures to ensure compliance with city ordinances, construction plans and specifications, including restoration. Reviews engineering construction plans. Develops cost estimates and construction requirements for street maintenance programs. Attends public meetings or hearings and acquires right of way and easements from citizens for construction projects. Assists with emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Conducts field visual inspections, aided by the use of measuring and surveying devices, of installation of streets and curbs, storm sewer systems, and construction of reinforced concrete structures. Inspects roadway subgrade for compaction and proper line and grade. Checks string lines and forms with carpenters level and surveying level. Inspects placement of asphalt pavement and concrete for proper compaction, cross slope grade and drainage. Performs complex construction or utility problem solving.
2. Reviews construction plans during design phase. Reviews shop drawings and submittals at pre-construction phase for assigned projects. Prepares daily inspection reports, measures quantities and calculates pay estimates for assigned projects during construction phase. Prepares materials testing proposals prior to construction. Coordinates materials testing on assigned construction projects, keeps material testing log, and reviews materials testing report and authorizes payment of materials testing bills. Conducts wage rate interviews with contractors' employees to ensure compliance with federal wage rates.
3. Develops cost estimates and construction requirements for the City's street maintenance programs. Conducts visual inspection of streets requiring maintenance. Takes measurements to determine quantities and costs. Discusses projects with Project Engineers, City Engineer and Maintenance personnel.
4. Conducts visual inspections related to citizen complaints utilizing measuring and surveying devices to determine slope or dimensions. Communicates findings to citizen and provides advice on how to correct the problem. Refers any repair requirements to the Maintenance division, if the City's responsibility. Prepares written report of findings and recommendations for permanent City records.
5. Assists with in-house technical training program for inspection staff in the off-season.
6. Assists with enforcement of the right-of-way ordinance. Verifies that contractors have required right-of-way permits and that safe practices, including appropriate traffic control measures, are being followed. Measures depth of patches when inspecting street cuts. Responds to citizen complaints regarding plates in street, restoration of street, etc. Checks for damages to surrounding work areas and ensures proper restoration of right-of-way.
7. Uses ArcView and LIS to access Public Works GIS data, Plan Viewer, and Storm Sewer Atlas to research City records.
8. Supports and assists with the general engineering requirements of the division during the non-construction season.
9. Assists with emergency operations, including snow removal, as required.

10. 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 subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
11. 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. Associate's degree in civil engineering technology or related field preferred. Possession of an appropriate valid driver's license. Must maintain insurable driving record. Must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.

Must have the following certifications within 12 months of employment with the City:

- Minimum of Eight (8) hours in specialized training in erosion and sediment control.
- American Concrete Institute (ACI) Concrete Inspector Certificate or completion of Midwest Concrete Industry Board (MCIB) course in Basic Course in Concrete Technology.
- International Municipal Signal (IMSA) Work Zone Traffic Control/Safety Certification (or equivalent certification).
- KDOT Certified Inspection and Testing Training (CIT) Program.

EXPERIENCE:

Six years of experience in construction inspection, surveying, material testing, or construction experience with projects including public improvements, or an equivalent level of experience.

SKILLS:

1. Manual dexterity
2. Basic math skills
3. Ability to perform high-level mathematical calculations
4. Good oral and written communication skills used in report writing, addressing citizen complaints and working with contractors
5. Reading and interpreting of construction plans and blueprints
6. Surveying
7. Computer skills

MENTAL REQUIREMENTS:

1. Concentration
2. Mechanical aptitude
3. Alpha and numeric recognition
4. Diplomacy
5. Ability to work under distracting conditions
6. Ability to assess situation and use judgment in responding
7. Ability to read, comprehend and apply City codes and regulations to ensure compliance
8. Logical reasoning
9. Ability to read and interpret construction plans
10. Ability to read and interpret grading plans
11. Ability to compute elevations
12. Ability to analyze construction problems and derive solutions to solve the problem

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer
2. Visual stamina and acuity adequate to accurately operate surveying equipment, concrete testing equipment, laser level, carpenter's level and calculator
3. 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
4. Ability to operate City vehicles

5. Ability to climb down inlets and crawl through pipes during inspection of storm sewers.
6. Ability to adjust to temperature extremes
7. Ability to make and receive phone calls
8. Ability to stand for extended periods of time
9. Exposure to exhaust fumes and excessive noise

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	Constant	even and uneven surfaces
Walking	Constant	even and uneven surfaces
Sitting	Occasional	motor vehicle operation
Driving	Occasional	motor vehicle operation
Bending	Occasional	various postures required to complete inspections
Stooping	Occasional	various postures required to complete inspections
Twisting	Not Required	various postures required to complete inspections
Kneeling	Occasional	various postures required to complete inspections / measurements
Squatting	Occasional	various postures required to complete inspections / measurements
Crawling	Not Required	various postures required to complete inspections
Stairs	Not Required	
Ladders	Occasional	.bb site specific

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Survey equip. / tripod	20-30 lbs.	floor to chest	variable	1-2 / week	one or two hand lift
Laptop	< 20 lbs.	floor to waist	variable	occasional	one or two hand lift
Plans	20-30 lbs.	floor to shoulder	variable	occasional	one or two hand lift
Misc. small tools	< 20 lbs.	floor to chest	variable	occasional	one or two hand lift
Carbite blade	61 lbs.	0-24 inches	variable	occasional	two person lift
Material spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift
Backing plate	150 lbs.	0-24 inches	variable	occasional	two person lift
Rubber blade	90 lbs.	0-24 inches	variable	occasional	two person lift

Frequencies will be variable and dependent on type of work that is required at given time / job site .

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Survey equip. / tripod	20-30 lbs.	up to 200 ft.	variable	occasional	one or two hand carry
Laptop	< 20 lbs.	up to 200 ft.	variable	occasional	one or two hand carry
Misc. small tools	< 20 lbs.	up to 200 ft.	variable	occasional	one or two hand carry
Plans	20-30 lbs.	up to 200 ft.	variable	occasional	one or two hand carry
Carbite blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Material spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry
Backing plate	150 lbs.	0-10 feet	variable	occasional	two person carry
Rubber blade	90 lbs.	0-10 feet	variable	occasional	two person carry

Frequencies will be variable and dependent on type of work that is required at given time.

PUSHING/PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Material spinner	100 lbs.	occasional	two person push/pull - 20 inches
Snow plow	40 lbs.	occasional	two hand push/pull

REACHING	DURATION	DESCRIPTION
Below Knee Height	occasional	misc. requirements / inspections / measurements
Below Waist Height	occasional	misc. requirements / inspections / measurements
Forward > 2 Feet	occasional	misc. requirements / inspections / measurements
Above Shoulder Height	occasional	misc. requirements / inspections / measurements
Lateral Reach	occasional	misc. requirements / inspections / measurements

** Duration is rated on highest reported required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	occasional	type of job dependent; motor vehicle operation
Pinching	occasional	type of job dependent; motor vehicle operation
Wrist Flexion & Extension	occasional	type of job dependent; motor vehicle operation
Wrist Lateral Deviations	occasional	type of job dependent; motor vehicle operation
Pronation & Supination	occasional	type of job dependent; motor vehicle operation

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Color Vision Requirements: Color vision is required for inspection of some construction materials required by construction plans, specifications, or standard details to be a specific color. Some examples: detectable warning brick, paver bricks, concrete stain for retaining walls, or painted handrails.

Visual Acuity: a combination of near and far vision required in order to examine / inspect string line.