

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Construction Inspector, Sr	BAND/LEVEL:	Tech III
DEPARTMENT:	Planning & Development Services	JOB NO:	3410
DIVISION:	Engineering Services	DATE:	6/22/15
REPORTS TO:	Supervisory Civil Engineer	FLSA STATUS:	NE
FULL-TIME: XX	PART-TIME:	TEMPORARY:	COST CENTER: 615

REPLACES: Construction Inspector, Sr.

DATE: 5/17/13

JOB SUMMARY STATEMENT:

Inspects public improvement street, and storm sewer projects funded by developers in accordance with the approved plans and specifications outlined in the Overland Park Municipal Codes (OPMC) and standards of the Overland Park Public Works Department. Provides inspection for private development construction projects for OPMC requirements and compliance with the final development plan. When assigned team leader job duties, responsibilities also include: Manages and coordinates inspection activities for privately funded public improvements and other construction site related inspections assigned to the Engineering Services Division. Assists in emergency operations, including snow removal, as required. May be assigned responsibility for street lighting inspection.

DUTIES AND RESPONSIBILITIES:

1. Inspects street construction including asphalt base, surface and concrete curb and gutter associated with developer-funded projects. Special consideration given to public improvements involved with commercial projects including thoroughfares, turn/accel/decel lanes and collector streets.
2. Inspects grading operations including compaction, moisture content, stabilization construction and overall site grading. Studies soil and stabilization proctors and visually inspects all aspects of the grading operation.
3. Inspects public storm sewer construction including bedding material, pipe and RCB installation, precast and cast-in-place structure installation, ditch liners and subsidiary items associated with developed-funded projects.
4. Assists City engineering staff in the review of developer-funded public improvement plans and specifications. Submits project comments in writing to assigned engineer. Complete re-reviews as applicable.
5. Inspects and verifies horizontal and vertical placement of all improvements and all preliminary staking and stringline necessary to construct the improvements using survey equipment and visual observation.
6. Inspects traffic control associated with residential subdivision projects. Verifies that materials and signage used comply with the plans and city specifications. Verifies initial traffic control is installed prior to commencement of work in the right-of-way. Checks traffic control for maintenance needs.
7. Maintains a material and testing file for each project. Reviews soil proctors, proposed asphalt and concrete mix designs for permitted use on the project. Periodically gathers material testing results and certifications associated with each project. Reviews for compliance with approved plans and OPMC.
8. Maintains a construction progress file for each project. Keeps project diary describing the scope of work taking place and lists all project milestones.
9. Assists construction inspectors with inspection of storm sewer, pavement, grading, erosion control, vertical and horizontal control, structure construction, detention construction and public improvements associated with residential subdivision projects.
10. Provides inspection for private development sites to ensure compliance with OPMC requirements and the final development plan. This responsibility includes enforcement of OPMC erosion and sediment control requirements for sites except for single family residential lots.
11. Performs enforcement actions as necessary. Actions to include: rejection of noncompliant material and construction, issuance of notices of violation, and issuance of notices to appear in municipal court.

12. Assists in emergency operations, including snow removal, as required.
13. May be assigned as a team leader to perform the following duties:
 - Manages and coordinates inspection activities assigned to the Engineering Services Division. This includes privately funded public improvement projects, private storm sewer systems, storm water detention ponds, private site development projects, residential subdivision grading, conformance with residential plot plans, floodplain activities, and enforcement of erosion and sediment control requirements.
 - Provides assessment and input into performance reviews, promotions and disciplinary actions. Approves overtime, vacations and leave.
 - Trains personnel in general work procedures and assesses skills to aid in development. Recommends training needs for inspectors assigned to the inspection team.
 - Assists in responding to citizen inquiries and complaints pertaining to the projects being inspected by Engineering Services.
 - Acts as first contact for contractors appealing the requirements established by other inspectors within the team and/or other Construction Inspection Team Leaders. When necessary, makes recommendations to the Administrator, Engineering Services for resolving these appeals.
 - Assists with preparing the Engineering Services Construction Inspector's winter training program.
 - Recommends changes to procedures and policies that will enhance the inspection program and improve coordination with other Divisions and Departments.
 - Works with the Plan Review Engineering Staff to enhance the plan review process.
14. When assigned the primary responsibility of street lighting inspection:
 - Conducts site inspections of street lighting installations for all developer-funded projects. Inspections for public improvement projects are more rigorous than lighting installations that will be privately maintained. All phases of construction are visually inspected for compliance with specifications, safety and National Electric Code (NEC). Visually inspects entire construction area for final acceptance of the public improvement street lighting projects.
 - Conducts site visits to ensure compliance with specifications, safety and NEC. Inspects street light control centers for safety and NEC specifications. Creates "as built" plans by documentation of completed work or modifications of work made in the field.
 - Visits work site. Verifies and adjusts contractor's paint marking and staking for street light equipment locations on developer-funded public improvement projects. Meets with contractor and engineer to discuss project schedule and potential problems.
 - Makes preliminary review of developer street light plans in accordance with City specifications and NEC requirements. Suggests changes or modifications where appropriate.
 - Using various hand tools, makes minor repairs to street light equipment as needed.
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 subordinates, 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

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 LPA Certification or APWA Certified Public Infrastructure Inspectors as determined by Departmental Requirements.
- International Municipal Signal Association (IMSA) Roadway Lighting I certification (or equivalent certification) if assigned to public street lighting projects.

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. If assigned the responsibilities of street lighting inspector, must have a minimum of two years experience in street lighting inspection or construction.

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. PC skills

MENTAL REQUIREMENTS:

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

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 work sites 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. Ability to adjust to temperature extremes
8. Visual stamina and acuity adequate to ascertain measurements
9. Climbing down inlets and crawl through pipes during inspection of storm sewers
10. Ability to make and receive phone calls
11. Ability to withstand exposure to high noise levels, dust, and dirt with appropriate protective gear
12. Exposure to high voltage electrical currents (applicable to street lighting inspection only)
13. Ability to distinguish colors (applicable to street lighting inspection only)

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
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
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

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
Material spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Rubber blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Carbide blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Backing plate	150 lbs.	0-10 feet	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry

PUSHING/PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
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

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