CITY OF OVERLAND PARK
POSITION DESCRIPTION

TITLE:	Transportation Project Inspector I	**GRADE:**	Tech I
DEPARTMENT:	Public Works	**JOB NO:**	3955
DIVISION:	Traffic Services	**DATE:**	11/5/2013
REPORTS TO:	Assistant City Traffic Engineer	**FLSA STATUS:**	NE
FULL-TIME: XX **PART-TIME:** _____ **TEMPORARY:** _____		**COST CENTER:**	320

REPLACES: Transportation Project Inspector I **DATE:** 3/20/2013

JOB SUMMARY STATEMENT:
Conducts inspections of traffic control device installations on City projects in one of the following areas: street lights, traffic signals, ITS infrastructure (fiber optic, CCTV camera, dynamic message signs, etc), or pavement markings and sign installations. In addition, conducts inspections of traffic control and may conduct inspections of related concrete and asphalt work at construction sites. Assists with reviewing construction plans and contract documents to ensure compliance with city codes, plans and specifications. Assists with responding to project related citizen inquiries. Assists with preparing project progress reports, contractor pay estimates, and approving contractor invoices. Assists with as-built plan archiving and related data entry. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Inspects or assists lead inspector with inspections of traffic control device installations on City projects in one of the following areas: street lights, traffic signals, ITS infrastructure (fiber optic, CCTV camera, dynamic message signs, etc), or pavement markings and sign installations. Visually inspects all phases of construction for compliance to plans, specifications, city codes, MUTCD, and NEC regulations. Observes installation of cable, junction and service boxes, conduit and connections, poles, bases, foundations, control centers, controller cabinets, wiring connections, detector loops, miscellaneous signal and lighting equipment, pavement markings, and ground and aerial mounted signs as applicable to area of responsibility. Records observations for record keeping purposes. Visually inspects entire construction area for final acceptance.

2. Stakes locations of proposed equipment for contractor when specifically indicated on the plans or reviews contractor staked items for conformance to the plans. Visits project site, interprets plans and specifications to determine locations of proposed equipment. Confers with project engineer as necessary when construction conflicts occur with final plans. Meets with consultant inspectors or others on job site to answer questions and ensure compliance.

3. Inspects incidental sidewalk, curb and gutter, sod, and minor approach construction for traffic signal or lighting projects as applicable. Verifies that dimensions, alignment and subgrade are according to project plans and specifications, as well as good construction practices. Notifies contractor of corrections to be made.

4. Coordinates with emergency service providers and the Overland Park Police Department for traffic control during traffic signal switchover or other project related downtime. Coordinates with various city departments and utility owners for controller and electrical service feeds as applicable to area of responsibility.

5. Prepares daily inspection reports, measures quantities and calculates pay estimates for assigned projects during construction phase. Coordinates materials testing on assigned construction projects and reviews materials testing reports.

6. Assists with review of construction plans, contract documents, contractor pay estimates, contractor invoices, shop drawings, and submittals for assigned projects during design and construction phases. Suggests changes or modifications where appropriate. Coordinates with other project inspectors in regard to CIP and developer projects.

7. Attends construction progress meetings, pre-construction and pre-bid meetings, as well as utility coordination meetings.

8. Initiates preliminary and final acceptance letters for projects and sod acceptance letters. Visits project site during test period operation, completes necessary paperwork and forms, and ensures correspondence files are maintained. Re-inspects projects after two years, initiates final acceptance letter, and notifies appropriate maintaining authority of acceptance.

9. Assures that as-built plans are provided by contractor, which accurately depict the final installation. Prepares and scans project related documents into computer. Conducts post-construction inventory and transfers information to appropriate databases. Participates in field stenciling of traffic related infrastructure.

10. Responds, or assists others in responding, to citizen inquiries concerning construction projects and other matters.

11. Supports and assists with the general engineering requirements of the division during non-construction periods.

12. Assists in emergency operations, including snow removal, as required.

13. 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 organization with whom interaction is required to accomplish work and employer goals.

14. 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:
Basic education with additional courses in drafting, electrical construction, engineering technology, or additional equivalent experience supplemented by formal training in general electrical fundamentals as well experience in one of the following areas: design and maintenance of traffic signals, street lights, or signs and pavement markings. Must be certified as an ATSSA Work Zone Technician and in KDOT Basic Construction Inspection (LPA Certification).

Must also be certified in one of the following categories:
- IMSA Level I Signs and Markings
- IMSA Level I Roadway Lighting
- IMSA Level I Traffic Signals and IMSA Traffic Signal Inspector
- Certified Fiber Optic Technician (CFOT) from Fiber Optic Association or other organization.

Possession of an appropriate valid driver's license. Must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City. Must maintain an insurable driving record.

EXPERIENCE:
One year of traffic control device construction inspection experience or an equivalent level of experience with their design, maintenance, and operation.

SKILLS:
1. Manual dexterity
2. Basic math skills
3. Reading and interpreting of construction plans and contract documents
4. Basic surveying
5. Good oral and written communication skills
6. Good computer skills including use of spread sheets, data bases, project management, GIS, and CAD
7. Time management and administrative organizational skills

MENTAL REQUIREMENTS:
1. Concentration
2. Mechanical aptitude
3. Alpha and numeric recognition
4. Diplomacy and judgement
5. Ability to work under distracting conditions
6. Ability to access situation and use judgement in responding
7. Logical reasoning
8. Mathematical aptitude
9. Analytical skills
10. Ability to work independently

PHYSICAL REQUIREMENTS:
1. Hand and eye coordination adequate to input computer data
2. Visual stamina and acuity adequate to accurately operate surveying equipment, calculator, concrete testing equipment, cable locator, and various hand and power tools
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 operate heavy equipment, such as snow plows
6. Visual acuity to examine construction materials and finished structures
7. Ability to adjust to temperature extremes
8. Ability to make and receive phone and two-way radio calls
9. Exposure to high noise levels, dust, dirt

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	Freq. - Const.	even and uneven surfaces; duration varies with job requirement
Walking	Freq. - Const.	even and uneven surfaces; duration varies with job requirement
Sitting	Occ. - Frequent	motor vehicle operation / office environment
Driving	Occ. - Frequent	motor vehicle operation; automatic transmission
Bending	Freq. - Const.	work surface height vary with environment
Stooping	Freq. - Const.	work surface height vary with environment
Twisting	Freq. - Const.	work surface height vary with environment
Kneeling	Freq. - Const.	work surface height vary with environment
Squatting	Freq. - Const.	work surface height vary with environment
Crawling	Occasional	work surface height vary with environment
Stairs	Occasional	enter / exit vehicle; variable environment
Ladders	Occasional	enter / exit various; variable environment

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LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Signs	0-25 lbs.	floor to overhead	variable	occasional	two hand lift
Service box lid	60 lbs.	floor to waist	variable	occasional	two hand lift
Lift hook	< 10 lbs.	floor to waist	variable	occasional	one hand lift
Street light cabinet	variable	floor to chest	variable	occasional	two person lift
Camera	10 lbs.	floor to waist	variable	occasional	one or two hand lift
Camera monitor	10 lbs.	floor to waist	variable	occasional	one or two hand lift
Sand bags	20-70 lbs.	floor to waist	variable	occasional	two hand lift
Carbite blade	61 lbs.	0-24 inches	variable	occasional	two person lift
Rubbber blade	90 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift
Material spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Backing plate	150 lbs.	0-24 inches	variable	occasional	two person lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Signs	0-25 lbs.	50-75 feet	variable	occasional	one or two hand carry
Service box lid	60 lbs.	50-75 feet	variable	occasional	two hand carry
Lift hook	< 10 lbs.	50-75 feet	variable	occasional	one hand carry
Street light cabinet	variable	50-75 feet	variable	occasional	two person carry
Camera	10 lbs.	50-75 feet	variable	occasional	one or two hand carry
Camera monitor	10 lbs.	50-75 feet	variable	occasional	one or two hand carry
Sand bags	20-70 lbs.	50-75 feet	variable	occasional	two hand carry
Carbite blade	61 lbs.	0-10 feet	variable	occasional	two person carry
Rubber blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Tailgate doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry
Material spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Backing plate	150 lbs.	0-10 feet	variable	occasional	two person carry

PUSHING/PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Measuring wheel	< 10 lbs.	occasional	one hand push/pull
Street lighting cabinets	20 lbs.	occasional	two hand push/pull
Message board	50 lbs.	occasional	two hand push/pull
Sign board	50 lbs.	occasional	two hand push/pull
Manhole cover	46 lbs.	occasional	one hand pull
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	freq. to const.	variable work heights; street light connection; sign stickers
Below Waist Height	freq. to const.	variable work heights; street light connection; sign stickers
Forward > 2 Feet	freq. to const.	variable work heights; street light connection; sign stickers
Above Shoulder Height	freq. to const.	variable work heights; street light connection; sign stickers
Lateral Reach	freq. to const.	variable work heights; street light connection; sign stickers

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	multiple tasks require gripping
Pinching	frequent	multiple tasks require pinching
Wrist Flexion & Extension	frequent	multiple tasks require wrist positions
Wrist Lateral Deviations	frequent	multiple tasks require wrist positions
Pronation & Supination	frequent	multiple tasks require wrist positions

OTHER:

Shovel and digging is required occasionally which would require bending and stooping postures in order to perform

Near, Far, and Color vision are required in order to perform all job duties safely.

Hearing for safety is required due to some work environments existing in and around oncoming traffic.