

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Right-of-Way Inspector	BAND/LEVEL:	TEC II
DEPARTMENT:	Public Works	JOB NO:	3507
DIVISION:	Engineering	DATE:	11/12/2018
REPORTS TO:	Supervisor, Right-of-way	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	310
REPLACES:	N/A	LAST REVISED DATE:	01/01/2018

JOB SUMMARY STATEMENT: Conducts inspections of Right-of-Way construction and restoration work by utility companies and their subcontractors to ensure compliance with City ordinance requirements. Assists with capital improvement project utility relocations. Responds to inquiries from citizens, utilities and contractors. Assists with emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Conducts initial inspections of permitted utility work within the Right-of-Way, including street cuts, and back of curb installations.
2. Monitors work sites for adequate safety practices and compliance with traffic control plan.
3. Conducts final inspections, including sod and street restoration work.
4. Conducts follow-up inspection at the end of 24-month maintenance period.
5. Ensures all Right-of-Way work is done in accordance with the City's Manual of Infrastructure Standards.
6. Assists with capital improvement projects utility relocations on City Right-of-Way.
7. Assists citizens and contractors with concerns or questions relating to City Right-of-Way matters, including work completed by utilities or contractors in the Right-of-Way.
8. Participates in Snow and Ice Operations.
9. Performs other duties, as assigned.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks.
11. 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.
12. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High School Diploma or equivalent with additional college-level courses in construction, engineering technology, or an equivalent combination of formal education and work experience.
- 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 obtain Work Zone Traffic Control Supervisor Certification from the American Traffic Safety Services Association (ATSSA) within 12 months of employment.

EXPERIENCE:

- Three years of experience in Right-of-Way construction or technical-related field.
- Five years of experience preferred.

SKILLS:

- Manual dexterity.
- Basic math skills.
- Good oral communication skills.
- Reading and interpreting of construction plans and blueprints.
- Computer operation skills.
- Basic CAD skills.

MENTAL REQUIREMENTS:

- Concentration.
- Mechanical aptitude.
- Logical reasoning.
- Exhibit diplomacy and judgment when working with citizens, contractors and utilities.
- Ability to read and comprehend City codes.
- Ability to assess situations and use judgment in responding.
- Ability to read and interpret grading plans.
- Ability to read and interpret construction plans.
- Ability to understand computer commands and generated reports.
- Ability to analyze construction problems and derive solutions to solve the problem.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to operate a computer.
- 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.
- Ability to operate City vehicles.
- Walk, pull, climb, crawl, bend.
- Ability to visually review maps and plans and to examine construction materials and finished structures.
- Ability to adjust to temperature extremes.
- Ability to make and receive phone calls.
- Ability to stand for extended periods of time.
- 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.

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 a 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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ESSENTIAL FUNCTIONS

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

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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.