

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Construction Inspector II	<b>BAND/LEVEL:</b>	Tech II
<b>DEPARTMENT:</b>	Planning & Development Services	<b>JOB NO:</b>	3390
<b>DIVISION:</b>	Engineering Services	<b>DATE:</b>	6/22/15
<b>REPORTS TO:</b>	Sup. Civil Eng./Team Leader, Sr. Const. Inspector	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME: XX</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 615

**REPLACES:** Construction Inspector II

**DATE:** 5/17/13

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### **JOB SUMMARY STATEMENT:**

Conducts inspection of street construction, grading operations, storm sewers, erosion control methods, vertical and horizontal control, public improvement structures associated with residential sub-division development. Assists Senior Inspector with inspection of commercial development projects. Investigates citizen's complaints regarding drainage, maintenance, erosion problems, etc. May be assigned responsibility for street lighting inspection. Assists in emergency operations, including snow removal, as required.

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### **DUTIES AND RESPONSIBILITIES:**

1. Inspects street construction including asphalt base, surface and concrete curb and gutter associated with residential subdivision development.
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 & RCB installation, precast and cast-in-place structure installation, ditch liner and subsidiary items associated with residential subdivision projects.
4. Inspects installed erosion control measures for code compliance on all developer funded projects within the city. Verifies that materials used comply with plans and that all erosion control is in place prior to grading operation commencement. Checks erosion control for maintenance needs and inadequacies throughout duration of project.
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 and commercial 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. Routinely documents 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). May also keep a project diary describing the scope of work taking place and lists all project milestones.
9. Assists senior inspector with site inspection of storm sewer, pavement, grading, erosion control, vertical and horizontal control, structure construction, detention construction and public improvements associated with commercial development projects.
10. Investigates citizen's complaints regarding drainage, maintenance, erosion problems, etc.
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. When assigned the 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 visit 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.

14. 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.

15. 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

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### 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.

### EXPERIENCE:

Three 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. 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 read, comprehend and apply City codes and regulations to ensure compliance
6. Ability to work under distracting conditions
7. Ability to assess situation and use judgement in responding
8. Logical reasoning
9. Mathematical aptitude
10. Analytical skills
11. 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 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. 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
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
Carbite 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	FRQUENCY/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