

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Pavement Condition Evaluator	GRADE:	00
DEPARTMENT:	Public Works	JOB NO:	9875
DIVISION:	Engineering	DATE:	5/11/2012
REPORTS TO:	Supervisory Civil Engineer	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: _____	TEMPORARY:	<input checked="" type="checkbox"/>
		COST CENTER:	310

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Inspects sample units of asphalt pavement and concrete curbs and records data on computers, providing staff with information to assess pavement and curb condition and target maintenance operations.

DUTIES AND RESPONSIBILITIES:

1. Locates and marks sample units in the field. Uses section forms and maps; measures from known points; looks for previous paint marks; and paints limits of sample units.
2. Sets up work safety zones for inspection area. Employs traffic control devices.
3. Inspects sample units of asphalt pavement and concrete curbs. Measures quantities and severity of numerous distresses based on established criteria.
4. Downloads and checks data. Connects field computer to office personal computer. Runs data downloading program; checks data for completeness and accuracy.
5. Performs other duties as assigned.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education which includes current coursework in an engineering curriculum and data processing or additional equivalent experience. Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

No experience required.

SKILLS:

1. Data entry skills
2. Good communication skills
3. Analytical skills

MENTAL REQUIREMENTS:

1. Concentration
2. Ability to work under distracting conditions
3. Alpha and numeric recognition
4. Ability to understand computer commands and various software operation

PHYSICAL REQUIREMENTS:

1. Ability to drive city vehicle
2. Hand and eye coordination adequate to input computer data computer and operate computer "mouse"
3. Ability to make and receive phone calls
4. Exposure to extreme environmental conditions
5. Exposure to vehicle noise and fumes

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.