

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Right-of-Way Inspector	BAND/LEVEL:	NE/00
DEPARTMENT:	Public Works	JOB NO:	3505
DIVISION:	Street Engineering and Construction	DATE:	11/12/2014
REPORTS TO:	Right-of-Way Coordinator	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: <u>XX</u>	TEMPORARY: _____	COST CENTER: 310

REPLACES:

DATE:

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. Responds to inquiries from citizens, utilities and contractors.

DUTIES AND RESPONSIBILITIES:

1. Attends pre-construction conferences for major utility relocation projects on City right of way.
2. Conducts initial inspections of permitted work, including street cuts.
3. Monitors work sites for adequate safety practices and compliance with traffic control plan.
4. Conducts final inspections, including sod and street restoration work.
5. Conducts follow-up inspection at the end of 24-month maintenance period. Prepares correspondence to contractors/utilities, as necessary.
6. Responds to citizen's inquiries and other inquires on right-of-way matters.
7. Performs other duties, as required.
8. 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.
9. 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 college-level courses in construction, engineering technology, computer-aided drafting or an equivalent combination of formal education and work experience. Possession of an appropriate valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

Three years of construction inspection experience, engineering technician experience or an equivalent level of experience.

SKILLS:

1. Manual dexterity
2. Basic math skills
3. Good oral communication skills
4. Reading and interpreting of construction plans and blueprints
5. Computer operation skills
6. Basic CAD skills

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MENTAL REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to operate a computer
2. 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
3. Ability to operate City vehicles
4. Walk, pull, climb, crawl, bend
5. Ability to visually review maps and plans and to examine construction materials and finished structures
6. Ability to adjust to temperature extremes
7. Ability to make and receive phone calls
8. Ability to stand for extended periods of time
9. Exposure to exhaust fumes and excessive noise

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.