

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Construction Inspection	BAND/LEVEL:	MGT II
DEPARTMENT:	Public Works	JOB NO:	2795
DIVISION:	Engineering	DATE:	04/04/16
REPORTS TO:	City Engineer	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 310

REPLACES: Supervisor, Construction Inspection

DATE: 3/29/2011

JOB SUMMARY STATEMENT:

Directs the overall activities of the construction inspection section. Develops and coordinates standards for construction inspection activities. Assigns construction inspectors to meet construction project team requirements. Coordinates on and off season training for staff to comply with state and federal requirements. Develops cost estimates and construction requirements for the City's annual maintenance programs. Performs back-up inspections, as needed. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

1. Performs supervisory duties to include personnel, administration, and training responsibilities for the construction inspection section.
2. Develops and coordinates inspection program requirements to include standard operating procedures for inspectors to ensure completeness, accuracy and consistency of construction inspections and reports; standard procedures for pay estimate preparation; and development of standard requirements for material testing for projects.
3. Exercises supervision of the construction inspection staff for non-construction project specific activities. Assigns construction inspectors to meet construction project team requirements, to include seasonal peak demands for construction inspection staff.
4. Oversees the activities of construction inspectors, making visual inspections related to customer complaints.
5. Assigns special projects to subordinate personnel.
6. Develops cost estimates and construction requirements for the City's annual maintenance programs. Conducts visual inspections of asphalt pavement, curb, sidewalk, and storm sewer systems and determines program locations, as needed. Discusses projects with Project Managers and/or City Engineer.
7. Assists Project Managers and Construction Inspectors, as requested, in assessing construction progress, job quality, testing frequency, and corrective measures for City public works construction projects.
8. Performs plan reviews as a member of assigned project teams or otherwise requested by Project Managers and/or City Engineer.
9. Performs back-up inspections, as needed, to include: conducting field visual inspections of installation of streets and curbs, storm sewer systems, and construction of reinforced concrete structures inspecting roadway subgrade for compaction and proper line and grade checking string lines and forms with carpenters level and surveying level; inspecting placement of asphalt pavement and concrete for proper compaction, cross slope grade and drainage.
10. Assists in emergency operations, including snow removal, as required.
11. Performs other duties as assigned.
12. 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

13. 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:

High School Diploma or GED with additional courses in construction or engineering technology or equivalent combination of formal education and experience. Possession of an appropriate, valid driver's license. Must maintain an 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 accepting the position:

- Minimum of Eight (8) hours of specialized training in erosion and sediment control.
- KDOT Certified Inspection and Testing Training (CIT) Program

EXPERIENCE:

Seven or more years of construction experience with experience in street maintenance program cost estimating or drainage and flood control problem solving, or equivalent levels of experience

SKILLS:

1. Reading and interpreting construction plans.
2. Ability to perform high-level mathematical calculations.
3. Good oral and written communication skills used in report writing, addressing citizen complaints and working with contractors.
4. Ability to operate PC and calculator.
5. Surveying
6. Manual dexterity

MENTAL REQUIREMENTS:

1. Alpha and numeric recognition.
2. Ability to interpret surveying and inspection data.
3. Ability to read and interpret site and construction plans.
4. Ability to access inspection situations and make recommendations.
5. Ability to read and comprehend City codes and regulations.
6. Mental aptitude.
7. Diplomacy and judgment.
8. Logical reasoning.
9. Ability to work under distracting conditions.
10. Ability to train and guide others.

1. PHYSICAL REQUIREMENTS:

2. Ability to operate measuring and surveying equipment used in inspections.
3. Ability to operate City vehicles.
4. Ability to traverse rough terrain on foot.
5. Ability to lift 20 pounds and transport 15 feet.
6. Ability to climb down inlets and crawl through pipes during inspection of storm sewers.
7. Ability to bend, sit, stand and walk while checking concrete curb string lines and sidewalk forms.
8. Exposure to vehicle noise and fumes.
9. Ability to operate microfilmer.
10. Ability to distinguish among colors.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Construction Inspectors

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.