

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Video Inspection Technician	BAND/LEVEL:	Tech I
DEPARTMENT:	Public Works	JOB NO:	3920
DIVISION:	Public Works Maintenance	DATE:	3/25/12
REPORTS TO:	Supervisor, Public Works Maintenance	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 331

REPLACES: Video Inspection Technician

DATE: 10/07

JOB SUMMARY STATEMENT:

Operates a video camera truck. Conducts storm sewer inspection through the use of a truck mounted video camera. Prepares inspection reports and maintains historical records. Operates a snow plow truck. Serves as crew leader.

DUTIES AND RESPONSIBILITIES:

1. Operates a truck mounted video inspection camera. Performs video inspection of a public storm sewer infrastructure system. Prepares inspection reports and technical reports.
2. Uses computer video applications to produce reports and records of inspections. Uses Geographic Information System (GIS) and Global Positioning System (GPS) applications.
3. Frequently serves as a crew leader. Insures that proper equipment and material is brought to the job site. Insures that safety procedures are properly followed and that work zone signing is properly placed. Assigns workers to tasks and checks completed work for adherence to instructions. Completes and turns in required forms. Promotes teamwork and a high level of productivity of crewmembers. Answers citizen concerns at work site.
4. Operates single axle or tandem truck with v-box spreader and front and wing plows to clear streets of snow and ice. Mounts front and wing plows and v-box. Hooks up hoses and tie-down straps. Proceeds to assigned route exercising extreme caution. Cleans all equipment and performs maintenance when shift ends.
5. Checks video and electronic equipment, truck and other machinery prior to operation. Reports malfunctioning equipment to supervisor. Operates all equipment in a safe and judicious manner according to the manufacturer's operation manual. Cleans and performs routine operator maintenance and minor repairs to assigned equipment as needed. Performs shop work to make equipment ready for use. Coordinates contract services when required.
6. Checks truck and other machinery prior to operation. Reports malfunctioning equipment to supervisor. Operates all equipment in a safe and judicious manner according to the manufacturer's operation manual. Cleans and performs routine operator maintenance and minor repairs to assigned equipment as needed.
7. Coordinates contract video inspection when required. Inspects contractor work to ensure compliance with specifications and work requests.
8. Conducts training on the use of video inspection equipment with other employees.
9. Assists other employees with the repair and maintenance of stormwater structures.
10. 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 whom interaction is required to accomplish work and employer goals.

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11. 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 high school education or additional equivalent experience. Possession of a valid Class A commercial driver's license with air brake and tanker endorsements. Must maintain an insurable driving record. Associate's or technical degree in electronics or computer technology is preferred.

EXPERIENCE:

One year experience in the operation and maintenance of video inspection equipment for private or public agencies or an equivalent construction/electronic field. Understanding of electronics and use of video inspection computer applications. Experience working with public storm sewer or sanitary sewer systems.

SKILLS:

1. Good oral and written communication skills.
2. Good listening skills.
3. Manual dexterity.
4. General construction skills.
5. Good driving skills.
6. Leadership skills obtained through crew leader role and formal City-sponsored training.
7. Maintenance and mechanical skills.
8. Electronic video skills.
9. Computer application skills.
10. Ability to read and understand blueprints.

MENTAL REQUIREMENTS:

1. Ability to analyze safety situation.
2. Ability to make quick decisions.
3. Ability to stay alert for long periods of time.
4. Ability to work independently and without supervision.
5. Ability to work as a team.
6. Ability to assess situation and use judgement in responding.
7. Ability to work under distracting conditions.
8. Maintenance and mechanical aptitude.
9. Alpha/numeric recognition.
10. Ability to carry out assignments through oral and written instruction.
11. Ability to take on leadership role.
12. Ability to process and analyze data.

PHYSICAL REQUIREMENTS:

1. Hand, eye and body coordination adequate to operate moderately heavy to heavy machinery, equipment and city vehicles.
2. Ability to stay alert and work for extended periods of time.
3. Ability to withstand extreme weather conditions.
4. Exposure to vibrations.
5. Ability to distinguish colors.
6. Visual stamina and acuity adequate to review alpha/numeric data.
7. Ability to enter and work in confined spaces.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

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SUPERVISORY RESPONSIBILITY (Direct & Indirect):
 Indirect – Work crew

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	Occasional	even and uneven surfaces
Walking	Occasional	even and uneven surfaces
Sitting	Frequent	motor vehicle operation
Driving	Occasional	motor vehicle operation
Bending	Occasional	various postures required to complete requirements
Stooping	Occasional	various postures required to complete requirements
Twisting	Occasional	various postures required to complete requirements
Kneeling	Occasional	various postures required to complete requirements
Squatting	Occasional	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	enter / exit vehicle - cab and truck bed
Ladders	Occasional	enter / exit various surfaces on vehicles

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
shovel	5 lbs.	0-70 inches	variable	occasional	two hand lift
broom	5 lbs.	0-70 inches	variable	occasional	two hand lift
Miscellaneous tools	0-10 lbs.	0-29 inches	variable	frequent	one or two hand lift
camera	63 lbs.	0-29 inches	variable	occasional	one hand lift
tripod	35 lbs.	0-67 inches	variable	occasional	one or two person lift
traffic cones	2-35 lbs.	0-29 inches	variable	occasional	one person lift

* 63 lb. camera is occasionally supported / manipulated / lowered below ground level using extension pole

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
shovel	5 lbs.	0- 25 feet	variable	occasional	two hand carry
broom	5 lbs.	0- 25 feet	variable	occasional	two hand carry
Miscellaneous tools	0- 10 lbs.	0- 50 feet	variable	occasional	two hand carry
camera	63 lbs.	0- 10 feet	variable	occasional	two person carry
tripod	35 lbs.	0- 10 feet	variable	occasional	one or two person carry
traffic cones	2- 35 lbs.	0- 50 feet	variable	occasional	one person carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
large camera on crane	minimal	occasional	two person guiding if necessary

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
large camera on crane	minimal	occasional	two person guiding if necessary

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REACHING	DURATION	DESCRIPTION
Above shoulder	occasional	very rare occurrence
At shoulder level	occasional	various activities require this activity
Below shoulder level	frequent	majority of work surfaces are below shoulder level

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	operation of camera controls / motor vehicle operation
Pinching	frequent	operation of camera controls
Wrist Flexion / Extension	frequent	operation of camera controls / motor vehicle operation
Wrist Pronation / Supination	occasional	operation of motor vehicle

** Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

Utilization of keyboard, mouse device, as well as ability to use bilateral upper extremities / hands to control two joystick controls simultaneously is required to perform necessary occupational demands of video inspection technician.