



Office of Human Resources
Right of Way Inspector II - CN3274
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General Statement of Duties

Performs intermediate level inspections on routine civil and structural engineering projects related to the public right of way such as sidewalks, curbs, gutters, streets and alleyways.

Distinguishing Characteristics

The Right of Way Inspector II is distinguished from the Right of Way Inspector I which performs entry level inspections on residential and commercial construction projects related to sidewalks, curbs, gutters, streets and alleyways while learning the applicable codes, standards, and ordinances. The Right of Way Inspector II is also distinguished from the Right of Way Inspector III which performs full performance level inspections on large, complex civil and structural engineering projects related to the public right of way such as sidewalks, curbs, gutters, streets and alleyways.

Level of Supervision Exercised

None

Essential Duties

Performs inspections on routine right of way projects to ensure compliance with City standards and ordinances and enforces compliance by monitoring, re-inspecting projects and violations.

Reviews and approves a variety of traffic engineering plans ensure proper safety safeguards are in place and vehicle traffic is properly detoured.

Assesses and evaluates approved construction and improvement plans for conformance with City standards and guidelines and determines the proper course of action to ensure compliance.

Makes field modifications and recommendations to contractors on projects with the guidance of higher-level inspector.

Investigates and resolves complaints regarding public right-of-way and other compliance issues, and may issue citations, notices, stop work orders, or summonses.

Prepares and maintains detailed inspection reports for assigned projects which includes taking photos and videos of violations and progress of project.

Provides assistance to project stakeholders to resolve construction and right of way issues in the field and ensures projects are completed safely and correctly in accordance with applicable city standards and ordinances.

Oversees concrete and soil testing and reviews results with contractors to ensure proper measurements are used. If measurements aren't accurate, requires contractor to meet standards before approving project to move forward.

Leads pre-construction meetings to provide guidance on engineering standards in relation to right of way specifications and safety.

Responds to citizen complaints and inquiries regarding construction activities and provides information and updates to address issues and problems.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Knowledge & Skills

Knowledge of the principles and practices of inspection work sufficient to be able to monitor and enforce compliance and issue permits.

Skill in conducting investigations to ensure compliance with applicable rules and regulations.

Education Requirement

Graduate from high school or possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience inspecting construction projects to ensure compliance with specific plans and standards.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cement dust.
Potential exposure to cold temperatures, cold enough to cause bodily discomfort.
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
Noise: sufficient noise to cause distraction.
Occasional pressure due to multiple calls and inquiries.
Subject to injury from moving parts of equipment or vehicles.
Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to: traffic, roadways, and pedestrians.
Temperature Changes: Variations in temperature from hot to cold when works in the field.

Level of Physical Demand

3-Medium (20 - 50 lbs.)

Physical Demands

Balancing: maintaining body equilibrium to prevent falling over.
Carrying: Transporting an object; usually by hand, arm, or shoulder.
Climbing: Ascending or descending objects usually with hands and feet.
Crouching: Bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Field of Vision: Ability to adjust vision to bring objects into focus.
Field of Vision: Ability to see peripherally.
Handling: Seizing, holding, grasping, or otherwise working the hand(s).
Hearing: Perceiving the nature of sound by the ear.
Kneeling: Bending legs to come to rest on one or both knees.
Sitting: Remaining in the normal seated position.
Standing: Remaining one one's feet in an upright position.
Stooping: Bending the body by bending the spine at the waist.
Talking: Expressing or exchanging ideas by means of spoken words.
Typing: Ability to enter words at a speed of minimum 30 wpm.
Vision Far acuity: Ability to see clearly at 20 feet or more.
Vision Near acuity: Ability to see clearly at 20 inches or less.
Walking: Moving about on foot on uneven surfaces.
Written Comprehension
Moving objects weighing no more than 50 pounds from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-618

FLSA Code: N

Established Date: 05/05/2020

Established By: AD

Revised Date:

Revised By:

Class History: