



Office of Human Resources
Right of Way Inspector I - CN3273
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General Statement of Duties

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.

Distinguishing Characteristics

The Right of Way Inspector I is distinguished from the Right of Way Inspector II which 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. The Right of Way Inspector I 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 entry-level inspection work to ensure compliance with City standards and ordinances and enforces compliance by monitoring and re-inspecting work or violations to ensure compliance with standards and specifications, through onsite audits, reviews, and inspections.

Receives on-the-job training on right of way inspections, polices, procedures, methods and techniques to conduct proper inspections.

Learns applicable codes, standards and ordinances while receiving guidance on larger and more complex right of way projects.

Recognizes and identifies existing and potential code violations as assigned and discusses issues with higher level inspectors or supervisor.

Trains and becomes proficient in assessing and calculating all types of fees and taxes.

Performs increasingly more difficult inspections as the employee gains experience and independently provides all Right of Way Inspector duties and responsibilities.

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

Performs other related duties as assigned.

Any one position may not include all of 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.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Listening – Receives, attends to, interprets, and responds to verbal messages and other cues in ways that are appropriate to listeners and situations.

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.

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 in the construction field or two (2) years of experience explaining policies, procedures, statutes, rules, and regulations and relating them to specific situations such as working with customers to pull right of way construction permits, etc.

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-616
FLSA Code: N
Established Date: 5/05/2020
Established By: AD
Revised Date:
Revised By:
Class History: