



Office of Human Resources  
Right of Way Inspector Supervisor - CN3276  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs supervisory duties over employees engaged in the inspection of civil and structural engineering projects related to sidewalks, curbs, gutters, streets and alleyways.

### Distinguishing Characteristics

The Right of Way Inspector Supervisor is distinguished from the Right of Way Inspector I, II and III by supervisory duties over these classifications.

### Level of Supervision Exercised

Supervises two or more inspectors who do not supervise.

### Essential Duties

Supervises and oversees Right of Way Inspectors engaged in the inspection of small to large construction projects related to sidewalks, curbs, gutters, streets and alleyways.

Serves as subject matter expert on the inspection of civil and structural right of way projects, materials, methods, rules and regulations.

Implements safety standards, develops procedures, and trains employees to ensure compliance.  
Prepares work records and reports.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).  
Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.  
Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

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**

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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

Technical Competence- Uses knowledge that is acquired through formal training and/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**

Five (5) years of experience inspecting construction projects to ensure compliance with specific plans and standards.

**Education & Experience Equivalency**

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

No substitution of experience for education will be permitted.

**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

Labor and Trades Supervisor

### Probation Period

Six (6) months.

**Class Detail**

**Pay Grade: N-810**

**FLSA Code: Y**

**Established Date: 05/05/2020**

**Established By: AD**

**Revised Date:**

**Revised By:**

**Class History:**