

City of Roswell, Georgia

JOB DESCRIPTION

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Streets & Highway Inspector II

Department: Transportation

Pay Grade: 509

FLSA Status: Non-Exempt

Job Code: T760

JOB SUMMARY

The purpose of this classification is to perform inspections of construction projects within the city's public right-of-ways to determine compliance with project approved plans and specifications as well as with City, County, State and Federal specifications. The work is performed for the Construction Division of the City's Transportation Department which is responsible for the management of Capital Projects as well as pavement maintenance, bridge maintenance, private projects and utilities projects affecting the public right-of-ways. Work is performed at the senior level providing leadership and guidance to less experience staff, assisting in resolving difficult situations and providing interpretations and explanations of regulations and corrective requirements.

ESSENTIAL JOB FUNCTIONS

- Coordinates all aspects of construction projects; verifies materials ordered and used; maintains Project Logs to record daily activities for each project, including environmental conditions, work completed, contractor representatives at job sites, conversations with contractors, and instructions given and received.
- Inspects grading, subgrade and roadway base work, pipe laying, asphalt and concrete paving, drainage, curb and gutter work, bridge repairs and maintenance, and erosion control procedures on construction projects to ensure conformity with approved plans and specifications.
- Mediates issues, problems and disputes between contractors and citizens; acts as liaison between contractors, other city departments, utility contractors, residents and business operators,
- Attends plans review, pre-construction, construction updates and utilities meetings; examines drawings, specifications and contracts to ensure adherence during construction.

- Reviews erosion control plans; identifies solutions to drainage and sediment control problems; ensures proper installation and execution of each element of the plans.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment and monitors the work environment to ensure the safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; participates in continuing education activities.
- Communicates and reports to the division's Construction Manager as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Operates measuring equipment, personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or GED; supplemented by five (5) years if experience in construction inspection; and including a minimum of three (3) years of experience in roadway construction, bridge repairs and pavement maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must possess or have the ability of obtaining with six (6) months of employment, and maintain a Level 1B Certification for Soil Erosion and Sedimentation Control Work Zone Safety Certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of city, county, state and federal codes, ordinances and regulations pertaining to bridge and street construction.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Skills in communication, both written and oral.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to use a computer and may require use of surveying equipment.

