



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Right of Way Inspector	LAST UPDATED:	February 17, 2016
DEPARTMENT:	Public Works	JOB CLASS:	
REPORTS TO:	Right of Way Manager	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Right of Way Manager, monitors construction work performed by builders and contractors within ROW and easements for compliance with approved plans, City's right-of-way Ordinance, and other applicable codes and specifications. Assists with processing of right-of-way permits and citizen complaints.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Monitors construction work performed by builders and contractors for compliance with approved plans, City's ordinances, codes and contract specifications.
- Assists with processing of franchise utility permits.
- Communicates with contractors, developers, builders, general public, and City departments on code compliance issues.
- Maintains applicable information in division's databases.
- Reviews quality control testing and reports for discrepancies or errors.
- Recommends updates and revisions to applicable construction specifications, standards and ordinances.
- Issues red tags for unacceptable work by contractors or builders.

Other Important Duties:

- Assists Customer Service Representatives in Code Enforcement, Building Inspection, and Engineering Services Departments with technical questions.
- Responds to and investigates citizen complaints regarding construction projects.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of construction project management techniques.
- Knowledge of construction materials and supply plan specifications and standards.
- Knowledge of City's right-of-way ordinance.
- Knowledge of civil construction methods, practices and procedures.
- Knowledge of customer service practices and procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in inspecting, reviewing, evaluating, and modifying construction plans.
- Skill in using measuring instruments, probes and hand excavation tools.
- Skill in analyzing technical reports for compliance with material specifications.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., and three (3) years in street and/or heavy utility construction, planning or engineering design experience; or equivalent combination of education and experience.
- Must possess a minimum Class C Texas Commission on Environmental Quality (TCEQ) certification in Water Distribution Operator and prefer a class III Wastewater Collection Sewer Operator license. Prefer those with experience in Lime, Cement, and Construction Inspection.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Drivers License.

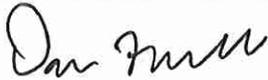
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking over rough terrain, bending, reaching, kneeling or climbing ladders into trenches or up on heavy equipment when inspecting or monitoring franchise utility construction sites.
- May be subject to exposure to extreme weather conditions, hazardous materials and chemicals, heavy construction equipment, moving traffic, confined spaces, heights, air and water borne pathogens.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, probes, manhole key, measuring instruments, hand excavation tools and department vehicles.

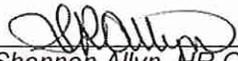
Approved By:



Dan Franke, Right-of-Way Manager

2-17-2016

Date



Shannon Allyn, MR Generalist

02/16/2016

Date