



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Senior Right-of-Way Inspector	LAST UPDATED:	12/02/2015
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, the Senior Right-of-Way Inspector shall review ROW permits and plans and inspects franchise utility subcontractors working in the city Right-of-Way and/or utility easements to monitor compliance with the City ROW ordinance, construction specifications, standards, materials and methods to meet or exceed City specifications in the restoration of streets and parkways, and to keep the public safe during construction. Supervises assigned staff.

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:

- Assists Right-of-Way Manager with administrative duties in the daily operation and supervision of Right-of-Way Inspectors which include assigning and reviewing projects, final inspections and supervising assigned staff.
- Assists with selection process, supervision, training, counseling, discipline and performance evaluations and on the job training of Right-of-Way inspection staff.
- Provides lead technical inspection guidance to Right-of-Way inspectors, assigned staff and contractors.
- Reviews Right-of-Way permits and performs plan review, to ensure plans and permits meet the minimum city ordinances and permit requirements.
- Directs Right-of-Way Inspectors and Line Locators in the daily field routes and operations
- Prepare the weekly Right-of-Way inspection log.
- Reviews and updates the Right-of-Way permit requirements, yearly,
- Give input towards changes and additions to the Right-of-Way Ordinance.
- Provides on-site Right-of-Way inspection of street paving restoration, subgrade, wet utilities restoration, franchise utilities and landscape restoration.
- Conducts preconstruction, preliminary inspection meetings and provides technical support to Right-of-Way Inspectors and contractors related to design standards, and ordinance enforcement.
- Provides project status updates and reviews to the Right-of-Way manager and other staff as necessary.
- Prepares narratives and written technical reports related to preliminary Right-of-Way site inspections and contract specifications for the Right-of-Way Division.
- Reviews field densities, lime testing and concrete testing for compliance with City standards.
- Interacts with public and private organizations, developers, contractors, City departments, staff, and residents with construction projects.
- Responds to and resolves customer, contractor, developer and general public complaints, concerns and questions related to Right-of-Way plan review and Right-of-Way inspections.
- Mediates most Right-of-Way standard differences between Inspectors, contractors and developers.

Other Important Duties:

- Travels to construction sites to monitor progress and compliance with contract specifications, and to attend meetings, conferences and training.
- Inspects accepted projects to conduct annual maintenance checks.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Right-of-Way inspection techniques and procedures.
- Knowledge of construction materials and supply specifications and standards.
- Knowledge of measuring instruments, probes and hand excavation tools.
- 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's Right-of-Way Ordinance.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in inspecting, reviewing, evaluating, and modifying Right-of-Way construction plans.
- Skill in analyzing technical reports for compliance with material specifications.
- Skill in enforcing applicable Federal, State and City construction codes and ordinances.
- Skill in mediating differences among contractors, developers, and inspectors.
- Skill in effectively leading and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** four (4) years of progressively responsible experience in municipal Right-of-Way inspection or municipal construction inspection **or** equivalent combination of education and experience.
- Must possess and maintain TEEX training in Work Zone Safety, Water, Sewer, and Concrete. Certifications in Water and/or Sewer.
- Must pass a pre-employment drug screen, criminal background check, MVR check and physical agility assessment.
- Must possess valid State of Texas Driver's 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 when inspecting construction and land development sites.
- May be subject to exposure to extreme weather conditions, hazardous materials, chemicals and fumes, heavy construction equipment, 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, storm inlet key, measuring instruments, hand excavation tools and department vehicles.

Approved By:

Signed by Dan Franke, Right of Way Manager
Dan Franke, Right of Way Manager

12/08/2018
Date



Shannon K. Allyn, Human Resources Generalist

12/08/2015
Date