

CLASS TITLE: CONTRACT INSPECTOR II

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for technical duties and public contact work relating to inspections and the coordination of Public Works maintenance contracts to ensure compliance with established plans, standards and specifications and other related assigned duties.

ESSENTIAL TASKS:

- Conducts daily inspections of equipment and contract maintenance work performed on various City systems to ensure safety, prevention of private/public property damage and compliance with contract specifications and ODEQ and EPA guidelines
- Uses portable video inspection system to view line conditions and record data into laptop computer
- Uses laptop computer to research historical collection line, manhole, work order, contract, sanitary/storm sewer, water and address atlas information
- Schedules and authorizes work by various contractors
- Calculates material quantities needed for project and issues to contractors
- Audits contracts monthly to monitor/authorize payments of contractual bid items
- Photographs worksites to ensure proper restoration
- Initiates corrective measures during emergency situations and coordinates efforts with property owner, repair crew and OKIE locates to correct problem and complete repair
- Inspects contractor's job production and paperwork daily to ensure accurate logging of information into database
- Monitors confined space entry and excavations to ensure compliance with OSHA regulations
- Monitors payment of contractual bid items, comparing and verifying and providing information to support invoice payments
- Maintains extensive files, records and related paperwork
- Reviews TV line inspection tapes to determine corrective measures and/or line conditions in resolving dispute with contractor
- Attends project pre-bid/work and staff meetings to provide information regarding contract
- Must report to work on a regular and timely basis

In addition to the above tasks, the following essential tasks may be required by the individual divisions.

Traffic Operations

Performs lead duties over Inspector I position

Determines signal pole locations and head spacing for traffic signals

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Education Development Certificate (GED) supplemented by training in specialty area; and five (5) years of experience in directly related construction inspections and/or investigations; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of a variety of construction, maintenance and rehabilitation methods/materials; good knowledge of the principles, techniques, and terminology of civil engineering as they relate to Public Works construction; good knowledge of engineering plans and specifications; and knowledge of basic math. Ability to read and interpret plans, specifications and blueprints of moderate complexity quickly and accurately and to compare them with various aspects of construction, maintenance and rehabilitation in progress for quality of construction; ability to prepare written reports; ability to operate specialty equipment; ability to interpret electrical schematics and charts in some positions; ability to use a calculator and a laptop computer to perform research and maintain files/records; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; may be exposed to high electrical voltages, extreme heights, construction hazards and heavy equipment and traffic; may be subject to walking, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and some positions within this classification require possession of a Class "D" Water License as issued by the Department of Environmental Quality (DEQ); a Class "A" Commercial Driver's License (CDL) and IMSA Certifications in Work Zone Safety, Level I Flagging, Roadway Lighting I, Traffic Signal Inspection and Levels I and II Traffic Signals.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and occasionally indoors; and requires some travel to various locations for inspections.

Class Code: 3564

EEO Code: N-07

Pay Code: OT-18

Group: Engineering, Planning, and Technical

Series: Inspection

Effective Date: February 10, 2005