

## **CLASS TITLE: CONTRACT INSPECTOR I**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for field inspections, investigations, and/or scheduling work involving Public Works maintenance contracts to insure compliance with established plans and specifications and other related assigned duties.

### **ESSENTIAL TASKS: (All Divisions)**

- Inspects water mains, traffic signals, expressway lighting, street paving, curbs and gutters, sidewalks, driveways and various other maintenance contract projects
- Inspects during and upon completion of contract work to ensure restoration properly placed and in compliance with specifications/standards and/or investigates service requests for suitability on upcoming projects
- Reads and interprets contracts, service request documents, surveys and/or engineering plans and electrical schematics and charts
- Coordinates work with appropriate departments, utility companies and survey crews
- Coordinates with utility companies to ensure utilities are marked prior to work activities
- Completes and monitors operational paperwork consisting of daily activity records, paving cut reports and atlas correction, work and change order forms
- Confers with contractors and the general public regarding problems encountered, investigating and resolving complaints related to contract activities
- Interacts daily with contractors, analyzing and monitoring activities to ensure meeting daily/completion deadlines and compliance standards
- Checks for proper equipment to ensure compliance with specifications
- Inspects all areas for general and public safety concerns
- Operates and maintains a City vehicle
- Maintains inventory of related materials and makes and/or recommends supply purchasing decisions
- Maintains contractual bid item payments
- May photograph inspection sites
- Attends project pre-bid/work or staff meetings as directed to provide information
- 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.**

#### Street Maintenance

- Performs research as needed
- Operates heavy snow-removal trucks utilizing safety measures and proper operation procedures

#### Distribution Systems

- Monitors progress of waterline repairs in arterial streets
- Calculates material quantities and solicits bids for special projects

#### Surface Drainage/Vegetation

- Leads crews in supervisor's absence

#### Traffic Operations

- Locates Traffic Operations underground utilities
- Programs and sets portable message boards
- Assists primary inspector in overseeing Traffic Operations contract work to ensure compliance with standards

**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 Educational Development Certificate (GED) and four (4) years of directly related experience, including two (2) of the

four years experience in inspections; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge in area of specialty; good knowledge of geography, street locations and water service locations of the City; good knowledge of street, sanitary/storm sewer, water distribution and traffic operations systems; and good knowledge of engineering plans and specifications. Ability to read and interpret documents of moderate complexity quickly and accurately, and to compare with various aspects of work needed or in progress; ability to use a computer; ability to make mathematical calculations; and compare them with various aspects of work needed or in progress; ability to assess situation and determine recommended course of action; ability to communicate effectively both verbally and in writing; ability to work independently in an efficient, organized manner; ability to operate specialty equipment; ability to interpret electrical schematics and charts in some positions; 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 calculator and telephone; frequent lifting up to 60 pounds; occasional carrying up to 40 pounds; may be subject to walking over rough terrain, certifying for breathing apparatus to enter confined spaces, may be exposed to high electrical voltages, extreme heights, construction hazards and heavy equipment and traffic; standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, 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 may require possession of a valid Class "D" Water/Wastewater License as issued from the Department of Environmental Quality (DEQ); a Class "A" Commercial Driver's License (CDL) with applicable endorsements; an Oklahoma State Agriculture Department non-commercial Pesticide/Herbicide applicator's permit; 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; may be subject to overtime; and requires traveling to various locations for inspections.

**Class Code: 8543**

**EEO Code: N-07**

**Pay Code: OT-17**

**Group: Engineering, Planning and Technical**

**Series: Inspection**

**Effective Date: February 10, 2005**