

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Maintenance/Construction Inspector Job Code Number: 710
Department: Community & Public Works Grade Number: 14
Division: Maintenance and Operations FLSA Status: Non Exempt
Date: September 10, 2022 Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and semi-skilled public contact, inspection and maintenance work in the maintenance and operation of the municipal infrastructure, including City streets and storm drainage facilities and systems. Operates road maintenance equipment including those used for road sanding, de-icing and plowing.

SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

None. May serve as a lead worker to others performing similar duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assures compliance with Federal, state and local construction standards, codes and contractual provisions.

Operates equipment of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand and those in the maintenance of streets designed for sanding, de-icing and snow plowing. Inspects City equipment prior to use.

Assists in the maintenance of the City's facilities and fleet as needed or required.

Inspects and approves all phases of public and private maintenance, construction and improvement work in City rights-of-way or on private property, monitors contractor personnel to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.

Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm water infrastructure, and related utilities and structures as assigned.

Inspects and assesses damage from oil, gas and water leaks to public and private property and facilities as required.

Inspects construction work under excavation, clearing and grading permits.

Inspects to assure compliance with local, State Federal or City standards for any right-of-way, street use, and other permits issued to private utilities or contractors.

Coordinates activities and schedules with utility companies, contractors, property owners and other City departments. Resolves conflicts within scope of authority.

Checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).

Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.

Inspects streets and drainage systems at regular intervals to insure that all aspects of the municipal transportation system are functioning properly.

Responds to service requests and complaints regarding potholes, street signs, street lights, sidewalks, drainage, snow removal, deicing, sanding and other infrastructure issues. Routes requests to appropriate parties for resolution. Follows-up as needed with contractors and others to assure that required repairs have been made, or services have been performed.

Within the limits of available tools, equipment, supplies and funding, performs emergency or specialty maintenance work such as installing or replacing traffic control devices, striping, maintaining rights-of-way, removing obstructions, abating nuisances, etc.

Assists in a variety of studies or assessments related to the maintenance and operation of the transportation system, including but not limited to traffic, traffic control devices, pavement condition, street lighting, surface water, side walks, etc.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.

Maintains a variety of records relating to inspections, maintenance activity, supply, consumption, etc.

Responsible for conforming to appropriate safety and security standards.

May be required to be on-call and/or called back to work with or without notice to respond to the street maintenance needs of the City.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, supplemented by two years of post-secondary training in engineering technology, construction management, or a related field, and
- (B) Three (3) years of experience relating to construction, maintenance, or repair, or inspection of streets and infrastructure which may include the operation of sanders, deicers or snow plows or other equipment, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills, Abilities, and other Traits:

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment; and
- (C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.
- (D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid Washington State driver's license, Class "A" or "B" Commercial Drivers license, (CDL) certification is required to apply and remain employed in this position. Must pass a pre-employment drug test and comply with State and Federal requirements to maintain a Commercial Drivers License.

TOOLS AND EQUIPMENT USED

Operates a variety of motorized vehicles and equipment, including dump truck, snow plow, de-icer or sanding vehicles, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, , compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet, cold and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

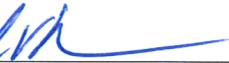
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and

employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: September 6, 2022

Revision History: August 10, 2022 - Revised
October 1, 2004, Revised
May 13, 2003, original