

RIGHT OF WAY FIELD INSPECTOR I

MAJOR FUNCTION

This is a technical position involved in performing inspections of all phases of construction of driveway aprons and utility installation in Marion County rights-of-way and investigating and inspecting various types of complaints.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Drives to field sites and performs inspections at driveway locations to determine what is required to ensure proper drainage and protection to edge of pavement and County right-of-way and notes requirements to be followed.
- Performs form up inspections prior to completion of driveway construction to determine that the requirements of the issued permit are being adhered to.
- Performs final inspections on stand alone driveways and assists Building Department Inspectors as needed.
- Reviews approved plans and surveys in conjunction with road cuts and repairs, extending sanitary forced main, and water main construction as well as drainage plans as required.
- Monitors contractor performance and construction traffic control and construction safety to be assured that projects are being completed according to the approved plans, codes and regulations.
- Interacts with members of the public, utility company engineers, construction personnel, contractors and sub-contractors to explain regulations and provide advice on how to comply.
- Investigates citizen complaints, such as, but not limited to, road damage, drainage problems, right-of-way, and utility construction. Takes pictures and writes reports as required.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- May assist with road inspections.

RIGHT OF WAY FIELD INSPECTOR I

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES

Education and Experience.

High school diploma or general education degree, and one year related experience or training, or an equivalent combination of education and experience.

Licenses.

Valid Florida Driver License.

Certifications.

Certification in work zone safety and traffic control required within six months of assignment. Troxler nuclear density gauge certification is also required within one year of assignment.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Mathematical Skills

RIGHT OF WAY FIELD INSPECTOR I

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Knowledge of driveway construction, all types of utility construction and drainage construction and function.
- Ability to read and understand subdivision plats and road/utility construction plans.
- Skilled in the operation of equipment used in field testing.
- Ability to work with minimal supervision.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms and stoop, kneel, crouch or crawl; and will frequently be required to sit, and talk or hear. Vision requirements are close, color, and

RIGHT OF WAY FIELD INSPECTOR I

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. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions and outdoor weather conditions. The noise level for this environment is moderate.

Established: 10/99	Category: 3
Pay grade: 7	Status: NE
Job Description Number: 3089	Revised:2/2004