

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Right of Way Inspector
FLSA Status: Non-Exempt

Dept.: Public Works
Reports to: Public Works Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

Performs journey-level civil engineering and construction-related activities; approving, monitoring and inspecting construction projects and materials.

Essential Functions

- Reviews right of way construction permit applications for impacts related to utilities, traffic, transportation, and street improvements. Recommends permit requirements to mitigate impacts of development and assure plans conform to City policies.
- Responds to inquiries from the public and other departments about right of way construction procedures. Investigates and resolves complaints from the public.
- Researches and verifies data pertaining to maps and drawings. Interprets designers' notes, field checks, surveys and existing records to assure that maps and drawings are accurate and reflect improvements.
- Reviews plans, specifications and development proposals.
- Enforces ordinances controlling the use of streets and public rights of way.
- Maintains records on permitted uses of the streets and rights of way.
- Issues permits and enters permits into permit tracking system.
- Ensures and enforces compliance with terms of permits authorizing construction in streets and public rights of way.
- Performs field work to inspect, monitor, survey, or verify information for construction and engineering-related projects and facilities for compliance with local codes.
- Assures field and laboratory sampling and testing of construction materials and site conditions is performed, to ensure compliance with plans and material specifications.
- Prepares field notes, diaries, records, process estimates and "as-built" drawings.
- Investigates complaints of street cut restoration work and recommends appropriate corrective action.
- Coordinates and cooperates with other agencies, departments, and private utilities involved in or affected by right of way construction permit applications.
- Determine permit fees, insurance and bond requirements.
- Performs other related duties of a comparable level/type as assigned.

Secondary Functions

- Perform site development reviews and inspections.
- Proposes changes in the annual work program and capital improvement program.

Job Scope

Performs frequent new and varied work situations. The position involves a moderate degree of complexity and the incumbent operates from established and well known procedures.

Interpersonal Contacts

The incumbent interacts with engineering and construction personnel, other government agencies, contractors, consultants and the public to exchange information, coordinate work, answer questions and respond to complaints.

Specific Job Skills

Knowledge of:

- Principles and practices of civil and construction engineering, including the methods, materials, equipment and techniques used in civil engineering, construction, and inspection.
- Street construction principals.
- WSDOT/APWA Standards and their application.
- Municipal principles, practices and procedures;
- City government organization, functions, policies, rules and regulations.
- Database programs and their applications.

Ability to:

- Independently resolve most problems, informing the supervisor of unusual or controversial problems.
- Exercise judgment in interpreting data from engineering documents, determining appropriate engineering methodology to apply, reconciling conflicts between the City and contractors, and determining whether to halt construction and reject contractor's work products when they do not meet established work standards.
- Read and interpret plans, specifications, property descriptions, construction schedules, contracts and other construction inspection-related documents.
- Maintain confidential data and information.
- Communicate effectively orally and in writing, and to prepare reports and correspondence,
- Enforce regulatory standards.
- Establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, and the general public.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Conduct field evaluations to review systems under construction.
- Accurately maintain daily inspection reports and log.
- Be aware of occupational hazards and utilize standard safety practices.

Mental Abilities

Continuous decision making, interpersonal skills, teamwork, creativity, customer service, use of discretion, independent judgment and/or action, and ability to read, write, speak, and understand English; frequent training/supervision, mentoring, and problem analysis; occasional negotiation; and rare presentations/teaching.

Physical Abilities

Continuous talking, hearing, and handling; frequent standing, walking, and sitting; occasional fingering, reaching, feeling, bending, and repetitive motions of hands and wrists; and rare stooping, crawling, kneeling, climbing, bending, and repetitive motions of feet. Must be able to push, pull, lift and carry fifty pounds.

Education and/or Experience

Associates Degree in Civil Engineering Technology or equivalent, or two years of college level course work in engineering and construction technology AND a minimum of three years work experience as a public works construction inspector; OR a combination of education, training and

experience which provides an equivalent background required to perform the work of the position. Municipal or government experience preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions

Work is performed in both office and field environments and requires travel to a variety of locations to perform work. Employee may be exposed to noise from basic office equipment operation, all weather conditions, and to conditions and hazards from obstacles, heights and open trenches associated with construction sites. May also be exposed to potentially hazardous materials and equipment, fumes or vapors. Walking over rough terrain may be required.

Adopted 5/7/08