

**CITY OF WEBSTER CITY
JOB BAND DESCRIPTION**

POSITION: Right of Way Inspector and Construction Coordinator

JOB – BAND CLASSIFICATION: Senior Administrative Support

Definition:

Under direction of the Public Works Director, coordinates right-of-way activities, including plan review, permitting, securing easements, overseeing construction projects and restoration within the city right-of-way of varying size and complexity. Coordinates department communication with the public through telephone, email, mailings and the city website. Participates in data collection and updating of assets in the City's geographic information system (GIS). In addition to supporting the public works department, this position will assist the building inspector and facility maintenance departments as needed.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Responsible for conducting field inspections and initiating administrative enforcement actions to ensure compliance with applicable Federal, State and Local codes and ordinances pertaining to construction within the public Right-of-Way.
- Performs inspection services on a wide range of municipal construction projects and private construction work within the city right-of-way such as bridges, driveways, retaining walls, borings, traffic control, site safety, restoration, and all pertinent Codes and Ordinances.
- Assists citizens, contractors, utility companies and internal staff with all aspects of City right-of-way matters.
- Researches and gathers data on deeds and legal descriptions.
- Receives, reviews and issues right-of-way permits, including but not limited to encroachment, excavation and utility permits.
- Performs data entry in associated software systems and follows city project filing methods.
- Makes field determination and notification to the contractor of non-complying work or materials.
- Verifies elevation and other measurements needed to assure that excavations, backfilling, grading, compaction, alignments, slopes, grades and elevations are proper and in accordance with applicable codes.

- Inspects public sidewalks, identifies defects or hazardous conditions, issues notices to repair, and verifies repairs have been made.
- Maintains records and prepared detailed daily diaries and inspection reports on pertinent construction activities for all necessary documentation requirements.
- Develops and maintains records of construction quantities installed by contractors on a daily basis and confirms construction quantities with contractors or engineers on a weekly basis.
- Investigates and responds to citizen complaints and responds to questions and comments in a courteous and timely manner. Reports all findings to the Public Works Director.
- Testifies in court, on appeals and when civil infractions are prosecuted.
- Supports continuous improvement initiatives.
- Assists with project scoping, planning and design, construction observation and management as required for City projects.
- Acts as back up building inspector when needed.

Additional duties include:

- Assists the project managers and teams in the creation and execution of project plans and documents to meet business, technical and legal requirements for assigned projects.
- Assists with the development of presentation materials in support of project proposals. This will include review of presentation handouts, PowerPoint, and similar communication pieces.
- Sets up, organizes, and maintains project files and coordinates document control work.
- Works collaboratively within teams.
- Responsible for managing all project documentation such as: designs, drawings, vendor and consultant submittals, manuals, correspondence, contracts, and invoices to acceptable standards.
- Prepares communication materials and documents that are organized and aesthetically pleasing.
- Ensures department purchases comply with federal, state and local purchasing and procurement policies.
- Works with managers and leaders to ensure clear communication of issues and concerns to the project team.
- Helps to ensure deliverables, including reports conform to policy and quality standards.
- Will work on various special projects as assigned under general direction of management.
- Required to report to assigned worksite as scheduled.
- Performs other duties as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

None

Required Competencies:

Includes, but is not limited to, the following:

- Ability to work independently with limited supervision.
- Knowledge of methods, materials, and standards involved in the construction of a variety of public works construction projects including Iowa Statewide Urban Design and Specifications (SUDAS) and Iowa Department of Transportation Standard Specifications.
- Ability and willingness to communicate and coordinate project needs with supervisors, surveyors, engineers, contractors and consultants.
- Knowledge of construction materials testing methods and requirements.
- Knowledge of standard specifications governing public works construction and of problems involved with securing adherence by construction forces.
- Ability to make decisions regarding construction-related issues.
- Good interpersonal skills, ability and willingness to establish and maintain effective working relationships with employees, contractors, developers, government officials, representatives of various agencies, the general public and others.
- Ability to interpret engineering plans and specifications.
- Ability to create and maintain accurate records and estimates and to prepare reports.
- Ability to calculate quantities used on construction projects.
- Ability to learn and assist in the site location and recording of traffic counts, by electronic means.
- Knowledge of all safety requirements related to the activities of the department.
- Understanding of the Manual on Uniform Traffic Control Devices (MUTCD) and ability to review and design traffic control plans, per the Manual, and effectively communicate the plan to contractors and others.
- Ability to determine long range needs and to plan, organize and oversee work for the accomplishment with minimal supervision.
- Ability to supervise the work of others (contractors, developers, engineers) and assess performance.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Good knowledge of the geography of the city.
- Ability to work effectively as a member of a team to achieve goals.
- Skill in the use of applicable software programs and willingness to learn and utilize new technology.
- Ability to deal courteously and tactfully with the public to explain pertinent codes, ordinances and rules.
- Understanding of and respect for the diversity of others including those whose first language may be one other than English.
- Ability to utilize GPS unit to collect data and update asset locations in the City's geographic information system (GIS).

Education, Experience and Technical Skills Required:

Associates Degree or an equivalent from a two-year college or technical school in Geography, Civil Engineering Technology, or GIS related field is preferred;

High school diploma or equivalent with two (2) years of equivalent work experience. Must possess a State of Iowa Drivers license. Ability to perform in cross-functional manner.

Physical and Environmental Requirements:

Ability to talk, write, read, reach, hear, grasp, and see for day or night driving. All levels must have the ability to stand or sit for up to six hours, lift or push up to 50 pounds without assistance, work in confined underground spaces, high places, in extreme heat and cold weather, rain, high winds, and potentially hazardous conditions. Work in areas of dust, dirt, and chemicals. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to complete essential functions of position. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Non-Exempt