



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Public Works Inspector
Department: Public Works
FLSA Status: Non-Exempt
WC Code: 9410
Effective Date: May 1, 1996
Last Revised: January 11, 2019
Pay Grade: A17
Union: AFSCME

SUMMARY

Reviews and inspects the work of outside contractors and County work crews performing public works projects to insure compliance with regulations and conformance to plans and specifications; does related work as required. An employee in this class performs inspections on roads, streets, bridges, sewer, storm drainage and water lines, and other public works projects to insure quality control, conformance to specifications, and compliance with regulations. Work is performed under the general supervision of the Engineering Program Supervisor who reviews work on the basis of results attained and on the compliance to Federal, State and County regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Interprets and insures compliance with plans and specifications for contracted and County forces working on public works projects.
2. Inspects public roads in private residential subdivision developments to insure compliance with codes and specifications. Confers with developers and private contractors on plan changes and interpretation of codes and regulations.
3. Inspects construction work on County bridges and maintains bridge condition records in compliance with Federal requirements.
4. Oversees repair work for conformance to bridge repair methods.
5. Reviews applications submitted for property development and utility installations; performs site inspections to review work in progress; issues permits to contractors, private industries and the general public.
6. Maintains monthly progress report of work performed on County contracts.
7. Conducts construction materials testing program and quality control on materials used on projects.
8. Does quantity take-off from construction plans and prepares cost estimates for various public works projects.

SAFETY RESPONSIBILITIES

It is every employee's responsibility to be actively involved in creating a safe work environment. Employees at all levels are accountable for their own safety and for appropriately correcting or reporting any observed hazards.

This means that employees are required to:

1. Report all accidents/incidents immediately to their supervisor.
2. Wear the required personal protective equipment in accordance with written department policy. There are no exceptions.
3. Report hazardous/unsafe conditions or other safety and health concerns to their supervisor immediately.
4. Participate in safety committee activities, in support safety committee membership.
5. Take personal responsibility to become adequately trained and educated in proper and safe work practices and procedures, and safety policies and rules.
6. Obey all safety and health regulations as stated in Public Works Policies and Work Rules.
7. Attend all required safety training.

When acting in the capacity of a Lead Worker or Supervisor the employee shall have the following responsibilities, in addition to the above seven (7) safety responsibilities:

- Provide training to workers.
- Enforce department safety and health rules.
- Take immediate corrective action to eliminate hazardous/unsafe conditions and practices.
- Provide appropriate personal protective equipment, train employees in its use, and make sure it is used and properly maintained.
- Assure that all machine guarding is in place and functioning properly.
- Promptly report all accidents and incidents.

SUPERVISORY RESPONSIBILITIES

Although supervision is not normally a responsibility of positions in this classification, the Public Works Inspector coordinates the work of and provides instruction to Engineering Technicians when performing survey fieldwork and when multiple inspectors are required on a project.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of the materials, methods and equipment used for the repair, construction and installation work performed in a Public Works Department; methods and procedures for concrete, aggregate and soil and other materials testing; bridge construction and repair procedures; Federal regulations relating to bridge inspection and maintenance. Understand and follow oral and written instructions; exercise initiative and judgment in completing tasks and responsibilities; communicate effectively both verbally and in writing; interpret and implement regulations, plans and specifications; establish and maintain effective working relationships with contractors, employees, and the general public.

EDUCATION AND EXPERIENCE

Associates Degree in Engineering Technology, Land Surveying or related field and four (4) years technical engineering or land surveying experience; or any satisfactory combination of experience and training, which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Problems encountered generally revolve around obtaining permission/access to private property to conduct inspections; ensuring contractors are following plans and specifications; determining land ownership and accurate property lines. The consequences of error could include financial losses as a result of errors in design and/or inspection work performed.

Consequence of error could include exposure to lawsuit or danger to the public if specifications on public works projects are not met.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around reviewing and insuring contracted work meets established codes and specifications.

JOB CONTACTS

Contacts are with contractors, developers, private industries, County employees, and the general public to give and receive information.

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 groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Perform complex mathematical and engineering computations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

The use of soil and other materials aggregate testing equipment; survey instruments and hand calculator.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain certification for:

- Federal Bridge Inspector
- APWA Certified Public Infrastructure Inspector
- ODOT QA Certified General Construction Inspector
- ODOT QA Asphalt Concrete Pavement Inspector
- Soil, Aggregate and Asphalt Testing

Possession of or ability to obtain a valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed both in an office environment and in the field when making inspections. The majority of work is performed in the field which involves working around road traffic, climbing, and walking on uneven ground. The position is impacted by the need to make quick decisions or judgments under pressure; the need to constantly shift attention before tasks are complete; and irregular, unpredictable work hours based on scheduling work around a contractor's schedule.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50+ lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Maps/ Drawings/ Plans/Site Distance			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>