

STREET CONSTRUCTION INSPECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a difficult nature involving the responsibility for the inspection of the construction of new development streets and appurtenances, such as curbs, sidewalks and drainage, and the rebuilding of streets following utility openings, for compliance with standard specification requirements. Incidental inspections such as general street and drainage conditions, sight distances, etc. may be performed, as well as related work to include equipment operation during snowstorms, leaf removal and other emergencies. During periods of emergency work, employee may be required to work during times outside normal working hours. Street Construction Inspector II differs from Street Construction Inspector I in the scope and extent of responsibilities, which includes generating bid documents for the materials needed for curb, street and drainage structure repairs/replacement; making technical recommendations to agencies such as the Technical Advisory Committee and Drainage Task Force Committee and serving as the town representative for the guiderail/culvertrail replacement program. The work is performed under the direction of the department head or appointing authority. Supervision is exercised over other technical personnel including Street Construction Inspectors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects existing asphalt, curbing, sidewalk, drainage structures, roadway profile and pavement markings;

Inspects all new subdivision roads for general workmanship and to ensure compliance with town specifications including base course, binder course, finish course, catch basins, culverts, easements, street signs, sidewalks, curbs and right of ways;

Generates bid documents defining scopes of work to the current standards and practices with regards to quantities and unit costs for the following Highway-related projects: curb and sidewalk repair and/or replacement, guiderail new installation and/or replacement, asphalt resurfacing, roadway re-construction, roadway crack sealing and drainage projects including catch basins, piping and culverts all pertaining to new construction and reconstruction of the town roadway system;

Oversees the work of contractors to ensure compliance with the bid document specifications, OSHA standards and town codes and workmanship;

Reviews payment application from contractors to verify quantities, costs, percentage of work completed, quality of workmanship, etc.;

Interacts with inside and outside agencies (e.g., NYS Department of Transportation, Town Engineers, etc.) as well as consultants and contractors;

Investigates complaints and inquiries regarding town right-of-ways and easements and recommends solutions;

Prepares Request for Proposal (RFP's) for consultant design and inspection work;

Reviews consultants' work, recommendations and reports pertaining to project intent and payment;

Supervises the day-to-day activities of Street Construction Inspectors;

Serves as a member of the Town of Clarkstown Drainage Task Force and assists the town's Technical Advisory Committee by reviewing plans and applications for proposed projects and their progress through completion;

Assists with road opening permit and inspection billing and the input of road opening permits in the computer system;

Maintains records of permits;

Coordinates and inspects work requested by utility companies and contractors that impact town roads and right-of-ways and proposed town projects.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of asphalt street construction; thorough knowledge of street drainage facilities construction including piping, manholes, catch basins, culverts and open waterways; working knowledge of concrete construction as it pertains to curbing, sidewalks and headwalls; good knowledge of inspection techniques and practices as well as OSHA standards; ability to operate a personal computer for basic input and reporting*; ability to supervise the work of others; ability to read sub-division maps and specifications; ability to understand and carry out written and oral instructions; ability to prepare basic records and reports; ability to establish and maintain good public relations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and seven (7) years of paid experience in the maintenance and/or construction of streets and roads which involved reading plans and specifications and determining conformance with same, four (4) years of which were at a supervisory level such as a general contractor or general foreman.

NOTES:

1. Additional years of the above-named experience may be substituted for schooling on a year-for-year basis.
2. Paid work experience which involved supervision of layout of sewer and water lines, concrete work, curbs, sidewalks, on-site drainage, utility tie-in's, backfilling and compaction, asphalt restoration, etc. as a major portion of the work may be substituted for the supervisory experience on a year-for-year basis.
3. An Associate's degree in Civil Engineering, Public Works Construction Technology or comparable curriculum may be substituted for three (3) years of the required general experience and one (1) year of the supervisory experience.
4. A Bachelor's degree or higher in Civil Engineering, Public Works Construction Technology or comparable curriculum may be substituted for five (5) years of the required general experience and two (2) years of the supervisory experience.

PROMOTION: Two (2) years of permanent competitive class status as a Street Construction Inspector I.

SPECIAL REQUIREMENT: Possession of a driver's license appropriate for the kind and size of the motor vehicle(s) to be driven.

*To be demonstrated during the probationary period.