



# CITY OF EDGEWOOD

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## Right-Of-Way (ROW) Inspector - Job Description

**Department: Public Works**

**Salary Range: FT-17-05 \$4,265 – \$5,459/mo.**

**Opening Date: April 11, 2018**

**Closing Date: Open until Filled**

**This is a full-time, non-union, FLSA non-exempt (overtime eligible) position.**

### **General Scope of Work:**

This position reports directly to the Public Works Superintendent (Roads Supervisor). The ROW Inspector frequently works independently and performs civil engineering and construction-related activities by approving, monitoring, and inspecting construction projects and materials. This position may also be tasked with operating city-owned maintenance equipment, as needed, which may require additional specialized training or licensing. This position also provides support and backup to the Maintenance Technician position, as needed.

Because of the small number of City staff, each member may perform a wide range of office and field duties, as may be required from time to time. The ability to function effectively in a small team environment, where communication and initiative are critical, is mandatory for success in this position. This is a public service position where public interaction is routine and your ability to represent the team and City in a professional and courteous manner is required.

### **Supervision:**

This position works under the direct supervision of the Public Works Superintendent and performs work both independently and in support of other Public Works fieldwork performed for the City under contract. The Public Works Superintendent usually provides specific instructions as to the assignments and timelines either verbally or in writing. A high degree of independent judgment, initiative, and discretion will be required. This position may also provide field direction, supervision, and oversight of seasonal and contract maintenance workers employed by the City of Edgewood.

### **Essential Job Functions:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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. Reasonable accommodations may be made to enable performance of these essential functions.

1. Reviews right-of-way construction permit applications for impacts related to utilities, traffic, transportation, and street improvements.
2. Recommends permit requirements to mitigate impacts of development and assures plans conform to City policies.
3. Responds to inquiries from the public and other departments about right-of-way construction procedures, and then investigates the inquiries to find resolutions.
4. 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.
5. Reviews plans, specifications, and development proposals.
6. Enforces ordinances controlling the use of streets and public rights-of-way.
7. Maintains records on permitted uses of the streets and public rights-of-way.
8. Issues permits and enters permits into permit tracking system and accurately maintains daily inspection reports by tracking the inspection results and time spent on each project or task.
9. Ensures and enforces compliance with terms of permits authorizing construction in streets and public rights of way.
10. Performs fieldwork to inspect, monitor, survey, or verify information for construction and engineering-related projects and facilities.
11. Assures field and laboratory sampling and testing of construction materials and site conditions is performed, to ensure compliance with plans and material specifications.
12. Prepares field notes, diaries, records, process estimates and "as-built" drawings.
13. Investigates complaints of street cut restoration work and recommends appropriate corrective action.
14. Coordinates and cooperates with other agencies, departments, and private utilities involved in or affected by right-of-way construction permit applications.
15. Determine permit fees, insurance and bond requirements.
16. Awareness of occupational hazards and utilizes standard safety practices.
17. Basic knowledge of maintenance equipment operations and functions.
18. Punctual work attendance and the attendance of night meetings, as necessary.
19. Performs other related duties of a comparable level, as assigned.

**Necessary Knowledge, Skills, and Abilities:**

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications.

1. Two years of academic course work or job experience in civil engineering, construction management, or a closely related field; or an equivalent combination of education, training, and experience to successfully perform the Essential Job Functions. This includes, but is not limited to knowledge of the methods, materials, equipment, and techniques used in civil engineering, construction, and inspection, with an emphasis on streets and surface water drainage systems.
2. Experience with WSDOT and APWA Standards and their application.

3. Knowledge of municipal government organizations, functions, principles, policies, practices, procedures, rules, and regulations.
4. Familiarity with database programs and their applications.
5. Ability to work independently to resolve most problems, informing the supervisor of unusual or controversial problems.
6. Ability to exercise judgement 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.
7. Ability to read and interpret plans, specifications, property descriptions, construction schedules, contracts and other construction inspection-related documents.
8. Ability to communicate effectively both verbally and in writing, and to prepare reports and correspondence.
9. Experience enforcing regulatory standards.
10. Ability to establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, and the public.
11. Knowledge of applicable laws, codes, regulations, policies, and procedures and the ability to apply each to the position.
12. Experience conducting field evaluations to review systems under construction.
13. Ability to work flexible hours, including weekends and occasional evenings or overnight shifts, as needed. This position may have the opportunity to work a non-traditional workweek, such as Tuesday through Saturday.
14. Successful completion of pre-employment background check, including a driver's license abstract.
15. Possession of or ability to get within 90 days a valid Washington State driver's license and to maintain an acceptable driving record.

**Physical Demands and Working Conditions:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the Essential Job Functions. 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 (under a variety of weather and environmental conditions, including wind, mud, rain, and snow), 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.

Must be able to sustain continuous physical effort, including frequent bending, walking, climbing, and manipulating and lifting heavy equipment up to 35 pounds; in addition, must have the ability to walk, bend, kneel, crouch, reach, lift, carry, stand, or sit in order to perform the Essential Job Functions. Adequate hand-eye coordination is necessary to operate a variety of maintenance equipment, vehicles, and office equipment. Duties are usually performed alone, but are also performed as part of a work team.

Attendance at some night meetings may be required. The work environment is fast-paced and moderate to very noisy.

**ACKNOWLEDGEMENTS:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**This position description does not constitute a contract for employment. It is subject to change by the City as the needs of the City and requirements change.**

**The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.**

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and signed EOCC statement to:

**City of Edgewood  
Human Resources  
2224 104<sup>th</sup> Ave E  
Edgewood, WA 98372-1513**

Submittals may also be e-mailed to [humanresources@cityofedgewood.org](mailto:humanresources@cityofedgewood.org).

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at [humanresources@cityofedgewood.org](mailto:humanresources@cityofedgewood.org).