



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Road Construction Inspector

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 6/1/05

**Summary:** Under general supervision, performs technical work of moderate difficulty in the inspection of road construction and the placement of road safety signing and coordinates various safety activities and programs for the County; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Inspects construction and all types of civil engineering/public works improvements built within the rights-of-way and public easements including projects such as roads, culverts, storm drains, utility mains and service connections for safety or hazards; ensures that plans and specifications are followed.
- Field tests soils, aggregates, asphalt, slurry and concrete. Performs nuclear gauge density and other lab tests on the samples for quality control of construction materials and compaction to meet engineering plans and specifications. Issues work stop orders if specifications are not met.
- Reviews engineering plans, contracts and specifications to properly inspect for compliance.
- Attends pre-construction meetings for construction and civil engineering project planning and implementation.
- Issues change/work orders to a specified limit for construction changes and additional work.
- Calculates and verifies road grades.
- Inspects road signage for proper placement; photographs of sites for documentation.
- Reviews, verifies and enters data into the computer for permits. Processes permits for applicants.
- Records and files closed permits including right of way permits.
- Assists with training seasonal and temporary workers.
- Responsible for the overall safety activities and programs for the Public Works Department.
- May assist with snow removal on County roads.

### Knowledge and Skills:

- Knowledge of road construction and sign placement.
- Knowledge of principles of construction engineering.
- Knowledge of safety rules and regulations.
- Knowledge of surveying principles, practices and equipment.
- Skill in use of engineer's level, survey equipment and other engineering tools and equipments.
- Skill in evaluating design, details, estimates, plans and specifications.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Minimum Qualifications:

High School Diploma or G.E.D.; AND three years experience in road construction;/ AND member of National Institute of Certified Engineering Technicians (NICET) level II certified or obtain such within six months after employment.