

## **ASSISTANT STREET CONSTRUCTION INSPECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is entry level technical work involving the responsibility for assisting in 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. Assisting in 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. The work is performed under the direction of a Street Construction Inspector or a higher-level staff member. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in reviewing requests to have public and private utilities marked out to ensure that all contract information is correct and that appropriate fees are paid;  
Marks out locations of town piping for those areas throughout the town where utility companies and private contractors are digging;  
Assists the Street Construction Inspector with inspection of roads, bridges, ditches, signs, curbs, sidewalks, etc. to ensure that the work performed meets town standards and that all work performed is on the approved site plans;  
Submits work orders for any corrective action that needs to be taken by town employees;  
Ensures that utility companies and private contractors doing work in streets and on town property have the proper road opening permit and that their repair project conforms to town specifications;  
Inspects catch basins, manholes, piping, culverts and waterways for general workmanship, to ensure that the construction is done according to the approved plans and to confirm that proper safety methods are used;  
Monitors the work of private contractors to ensure the job site conforms to town regulations;  
Maintains records and prepares reports;  
Assists with town snow removal operations.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of asphalt street construction; working 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; working knowledge of inspection techniques and practices as well as OSHA standards; ability to operate a personal computer for basic input and reporting\*; 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 three (3) years of paid work experience in the maintenance and/or construction of streets and roads, one (1) year of which was at a supervisory level such as general contractor or general foreman.

(over)

**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 reading blueprints, 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 deemed fully qualifying.

**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.