

STREET CONSTRUCTION INSPECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This work is primarily concerned with 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 other than normal working hours. Street Construction Inspector II differs from Street Construction Inspector 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 and contractors including a Street Construction Inspector. 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 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 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 (i.e. NYS DOT, 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;

Supervision of the Street Construction Inspector in the day-to-day activities;

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 the Senior Clerk with regard to billing of road opening permits, inspection fees and inserts data related to road opening permits into computer program system;

Maintains records of permits for inspections and follow-up for compliance;

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 to include piping, manholes, catch basins, culverts and open waterways; working knowledge of concrete construction as pertains to curbing, sidewalks and headwalls; good knowledge of inspection techniques and practices as well as OSHA standards; ability to operate a computer terminal for basic input and reporting*; ability to supervise the work of others; ability to read sub-division maps and specifications; ability to understand written and oral instructions; ability to maintain simple records and make 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 paid of 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 a related field 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 in Civil Engineering, Public Works Construction Technology or a related field 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.

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