

District Inspector

DEFINITION

This is inspection work involving the examination of existing and new roadway infrastructure for maintenance and safety concerns. This will involve working with the public, City departments and private utilities.

Work of this class includes the assessment of streets, lanes, curbs and gutters and sidewalks to ensure that maintenance standards are met. Work involves considerable contact with the public, other departments, contractors and developers to determine the quality and quantity of work required. Responsibilities include field investigation, making recommendations on future maintenance locations and updating information databases. Work is reviewed by the Supervisor of Road Repair for that district.

TYPICAL DUTIES*

Investigates citizen or other inquiries to determine validity and type and amount of work.

Interprets maintenance and other City policies for citizens, other City Departments and Branches and utilities.

Recommends future maintenance locations, priorities and costs.

Ensures that utility cut restoration is carried out according to specifications.

Identifies quantities of outstanding and completed charge-out work, ensures OSCAM reports are updated on the database.

Inspects work identified in curb crossing permits for compliance with the bylaw.

Maintains an information base for the district on current and future work planned by other City Branches and utility companies.

Represents Road Repair Section on Final Acceptance Certificate inspections.

Maintains sand and de-icer inventories and performs snow dump checks for the snow removal program.

Assists in training new inspection personnel.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of investigation techniques and practices.

Considerable knowledge of roadway related maintenance and rehabilitation methods.

Considerable knowledge of the standards set out in the Servicing Standards Manual and maintenance-related City bylaws.

Ability to accurately complete required documentation.

Ability to understand and execute oral and written instructions.

Ability to communicate verbally in an effective manner.

Ability to express and maintain effective working relations as necessitated by work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade or an equivalent combination of training and experience. Three years of progressively responsible experience in the area, combined with the completion of Concrete and Asphalt Design, Soils Mechanics I and Computer Applications from NAIT or equivalent training from an accredited institution. Also, a communications class such as "Effective Communications for Foremen" provided through the City of Edmonton Foremanship Training, or equivalent. Possession of a Class 5 Alberta Vehicle Operator's License and the ability to qualify for a City driving permit.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0014			

Last Updated:
Previous Updates:
Originated: