

## Roadway District Inspector

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### **DEFINITION**

This work involves field and office duties associated with roadways and related infrastructure to determine condition, maintenance, safety and related concerns. A significant aspect of the work involves activity in the field to conduct complaint investigation and research in support of litigation activity. As such, there is an ongoing requirement for employees in this class to contact the public, other department personnel, and representatives from utilities. Given the seasonal nature of roadway maintenance and repair programs, specific duties performed can be subject to weather conditions and related factors.

Incumbents in this classification inspect and record assessments of streets, lanes, curbs and gutters, sidewalks, and related structures to determine whether completed work meets quality standards. Maintenance and repair activities are performed by City crews and/or contractors. Inspectors may order remedial measures to be undertaken in order for completed work to comply with minimum standards of quality. When required, inspectors order materials testing, surveying and associated services. The nature of work performed involves considerable contact with the public, other departments, contractors, developers, etc. Inspectors act as a resource to repair personnel, Contractors, Developers, and others concerning roadways maintenance, repair or modification issues.

Work of this class also involves field investigations relative to civil lawsuits involving city roadways. Activities include site assessments, photographic documentation of conditions to be used in evidence, and providing recommendations for resolutions.

Employees in this class are responsible for maintenance of roadways databases, completion of appropriate reports in response to incoming complaints, assisting the Supervisor of Roadway Repair with work planning and priority setting, scheduling and problem resolution, handling of emergent situations, etc. Overall work is reviewed by the district supervisor.

### **TYPICAL DUTIES\***

Maintains an ongoing knowledge of roadway infrastructure within an assigned District, by patrolling roadways on a regular basis and noting specific locations that require maintenance and repair activity. Ensures that severely damaged sites and roadway safety issues receive priority repair attention, as required.

Maintains an ongoing awareness of roadways failures, utility cuts, damage from equipment and traffic, and related problem situations within the district. Provides the supervisor with timely input into the planning and scheduling process.

Participates in short and longer-term district maintenance and repair planning, identifying scheduled and priority work to be performed, and assists with revising day to day district repair assignments in conjunction with manpower, equipment, weather and related conditions.

Attends maintenance/repair sites to determine whether work performed complies with standards of quantity, quality, material and other factors. Initiates remedial measures to be undertaken to address problems when required. Conducts and signs off Final Acceptance Certificate inspections on behalf of district roadway repair section.

Receives incoming citizen complaints from call centre, councillor offices, citizen action and other sources. Conducts field investigations to determine whether maintenance and repair activity is warranted, and contacts complaint sources to discuss problems, explain policies, etc.

Reviews incoming applications for curb crossings, identifies and follows-up on problems or schedules ancillary work to be done at the site, ensuring compliance to bylaws, specifications, etc. and inspects completed work as required.

Provides expertise and field documentation in response to incoming lawsuits damage complaints and related issues. Deals with complaint sources, risk management specialists and others to facilitate complaint resolution.

Updates databases to support maintenance planning, scheduling, completed work and inspection approvals, complaint handling and other activities in the district.

Responds to unusual and/or emergent situations occurring on roadways within the district, initiates procedures to meet equipment and personnel safety, environmental, and related issues.

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

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the equipment, procedures, routes, and associated policies and Bylaws related to the City's roadways maintenance and related programs.

Knowledge of the roadway infrastructure, maintenance history, short and long term maintenance plans, and citizen complaint patterns associated with assigned district.

Ability to diagnose and assess roadway conditions, determine maintenance and repair priorities, and assist with scheduling crew maintenance and repair activities to maximize productivity and efficiencies.

Skilled in the handling of incoming complaints to address citizen concerns and dealing with damage to private property by City vehicles.

**TRAINING AND EXPERIENCE REQUIREMENTS**Job Level

Grade 12 supplemented by foremanship training including Foremanship Level I and Leading People for Results. Completion of CWPS (Certified Public Works Supervisor) certificate is desirable. Coursework in Concrete and Asphalt Design, Soil Mechanics, and computer applications from NAIT (or equivalent) is required.

A minimum of 3 years of experience in roadways maintenance is required.

Valid Alberta Drivers License and ability to hold 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1915			

Last Updated:  
Previous Updates:  
Originated:

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