

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004050
Grade 22**

HIGHWAY INSPECTOR II

DEFINITION OF CLASS:

This is lead level contract compliance and regulatory enforcement work to ensure, personally and through subordinates, that contractors comply with codes, regulations and contract provisions in the construction and maintenance of County roadways, related improvements (such as sidewalks and gutters) and rights of way. Contacts are mainly with subordinates, contractor crew leaders, employees in other County and State units, utility company employees, and County residents to provide or receive instructions, recommendations and decisions, coordinate and implement project adjustment plans, receive and pass on traffic information, report and respond to emergencies, and otherwise exchange routine and non-routine information. Assistance to the public is provided on demand to provide information and answer questions about assigned program areas, plans and projects, provide cost estimates to property owners for driveway aprons, drainage tie-ins and other services, respond to complaints, and perform related work.

Employees in this class are responsible for coordinating and monitoring the maintenance and repair of County roadways, related improvements and rights of way by private contractors through public funds. They ensure that maintenance and repairs satisfy contract requirements, which include adherence to Federal, State and County codes and certification of materials (such as asphalt and concrete mixes), as well as generally accepted roadway and right of way maintenance practices. They carry out these responsibilities (mainly from spring to fall) by overseeing subordinate County employees and by personally representing the County in their assigned project area(s), such as County-wide slurry seal operations and County-wide concrete maintenance operations. During the winter and intermittently as needed at other times, they coordinate and monitor contractors in snow removal and such other emergency maintenance activities as storm clean-up. They perform these functions by overseeing subordinate County employees and by individual and team work. The complexities of the work are characterized by the need to plan an assigned segment of the County's annual roadway maintenance projects, continuously monitor execution of a number of work projects simultaneously but indirectly through others, interface with citizens, suppliers and contractors, as well as County and State units, and make site visits for direct inspections. Work is assigned in general or specific terms according to program segment responsibility, performed independently and reviewed through reports, discussions and other means for quality, quantity, timeliness and other factors, including budget, safety and citizen satisfaction. Guidelines include the techniques and practices of horizontal engineering, State standards and specifications (including those on work zone traffic control), the methods of material testing, and the County's established processes for contract administration, as well as generally-accepted roadway construction practices. Some references are specific with no room for deviation and the work requirement is to select and directly apply the correct guideline(s). However, other guidelines are lacking or permit adaptation or innovation in some non-routine situations. The employees decide short term and mid term work priorities based on practical matters and with mature judgment. The main purpose of the work is to ensure effectively maintained roads, related structures and rights-of-way consistent with budgets and contracts and sound repair and maintenance practices. The impact of the

work is realized daily and directly by road users and property owners through roads, sidewalks, gutters, storm drains, rights-of-way, etc. that are effectively maintained. The overall cost of maintenance is also affected.

Work is performed in an office (predominantly) and in the field. Field conditions include all types of weather, including storms and extreme heat (exacerbated by the heat effects of paving equipment and materials) in the summer and cold in the winter. Field work is also performed at night in unevenly lit areas. Potential hazards include highway traffic, irate motorists, and noxious fumes/toxic substances in highway maintenance materials requiring attention to surroundings and use of such protective equipment as a hard hat, steel toed shoes, ear plugs and a safety vest. The work involves some physical effort in the field, including vehicle operation, standing or walking for long periods, bending, reaching, moving about on uneven terrain and moving objects weighing up to fifty (50) pounds.

EXAMPLES OF DUTIES: (Illustrative Only)

- Leads subordinate inspectors in their field work projects by assigning work, providing training, instructions and advice, inspecting work in progress and upon completion, and performing related tasks.
- Plans projects, estimates costs and tracks budgeted funds in assigned program segment. Helps prepare contracts by preparing technical data and materials specifications and cost and quantity estimates. Conducts preliminary negotiations of unit prices with contractors for extra work orders.
- Prepares inspection and investigation reports and records, certifies roadway work, approves roadside landscaping, and item quantities for payment of contractors.
- Collects and deposits driveway apron reimbursements from citizens and other types of reimbursements from other units, such as Division of Solid Waste, and other public agencies, such as WSSC.
- Ensures through subordinates or personally inspects materials or collects specimens for laboratory testing used in construction and maintenance to verify quality and appropriate application.
- Ensures through subordinates or personally inspects sub-grades prior to paving, foundations, cofferdams and other structural systems, storm drains and form work, such as curb and gutter forms, and asphalt or concrete paving to final grade for conformance with plans, standards, specifications, codes and regulations.
- Ensures through subordinates or personally inspects for adherence to State requirements for traffic control in a work zone and overall safety for motorists, pedestrians and workers.
- Coordinates utility relocation work with utility companies.
- Provides information to the public about plans, projects and issues related to current and upcoming work individually and in small, impromptu groups or, at times, to civic associations. Responds to citizen inquires and complaints, including complaints.
- Uses a computer, cell phone and other equipment for communication, scheduling, data manipulation and other purposes.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the methods and practices of constructing and maintaining roadways, accessory structures and rights of way (including roadside tree care). This includes knowledge of improper practices that may result in faulty, substandard or hazardous conditions.
- Thorough knowledge of inspection, investigation and enforcement methods and procedures (such as documenting case histories and enforcing contract provisions).

- Knowledge of such materials as soil, gravel, concrete, asphalt and steel reinforcement to certify materials and assure adherence to mandated requirements and generally-accepted quality standards.
- Knowledge of mathematics such as algebra and geometry used to estimate costs and calculate materials used on construction projects.
- Skill in oral communication to effectively exchange information with personal contacts.
- Skill in the use of equipment, such as transits and levels used to verify proper construction.
- Skill in use of a computer to communicate, schedule, manipulate data and perform other tasks.
- Skill in reading and interpreting engineering plans and specifications to ensure that they are being followed in the field. This includes the skill to prepare accurate sketches and diagrams of field conditions.
- Skill in independently performing field investigations and inspections to detect site violations, work and material defects, hazardous conditions and other faults.
- Ability to work effectively with others, including contractors, property owners, the public and co-workers.
- Ability and willingness to work at nights and on weekends as required by projects.

MINIMUM QUALIFICATIONS:

Experience: Thorough (5 years) experience in construction, maintenance and inspection of roadways, accessory structures (such as storm drains, curbs, gutters and sidewalks) or rights of way (including tree planning, pruning and removal), as assigned.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Abilities: Must be able to stand or walk for long periods, bending, reaching, moving about on uneven terrain and moving objects weighing up to fifty (50) pounds.

LICENSE:

- Possession and maintenance at all times of valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

OTHER:

- Must be able and willing to work nights and on week-ends, as required by projects.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam with Urine Drug Screen.

Class Established: August 1992

Classification Study: July 2000 (M)

Classification Study: December 2005 (M)

April, 2010

August, 2013

Revised: Medical Protocol per OMS Review: July 2022

