

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

**Code No. 004071
Grade 19**

TRANSPORTATION CONTRACT COMPLIANCE INSPECTOR II

DEFINITION OF CLASS:

This is inspection work monitoring contract standards for, and contractor performance in, cleaning, maintaining, renovating and repairing transportation infrastructure (such as municipal parking lots and other large transportation facilities) and rights-of-way; installation projects may also be involved. Work coverage includes, but is not limited to, street and brick paver cleaning, facility wash-downs and degreasing, painting, door repair, elevator maintenance, sweeping, snow removal, landscaping, tree trimming/removal, and storm damage repair. Contacts, which generally are cooperative with both parties working toward mutual goals, include contractors for the purposes of coordinating work activities, exchanging information and addressing problems with contractor work which is not performed according to standards specified in contracts or according to generally-accepted standards, co-workers at all levels, employees of other agencies, and employees of utility companies to exchange information; and the general public or business owners to respond to requests for information or complaints regarding level of service provided by a contractor to the County. Direct service or assistance to the public is incidental to the primary purpose of the work.

An employee in this class monitors maintenance contracts for transportation facilities and conducts inspections of large transportation facilities to ensure that the work performed is in accordance with the specific requirements of the contract and generally-accepted standards (such as 'workmanlike manner' and common work practices), resolves problems with contractors' work and addresses citizen or business owner complaints regarding services performed by contractors to the County. The employee plans and performs work steps independently consistent with guidelines and delegated authority. The employee receives assistance from the supervisor for unusual situations which do not have clear precedents. Specific guidelines are available in the form of contract specifications for the work of contractors, County codes and regulations, department/division/section/unit policies and procedures, and generally-accepted work practices and norms. The employee uses judgment in locating, selecting and applying the appropriate guides, references and procedures to respond to specific situations and may determine which of several alternative courses of action to use. The supervisor reviews the methods and approaches used by the employee to carry the assignment and provides assistance to the employee on how to address unusual situations which do not have clear precedents. The complexity of the work is characterized by duties that involve application of a variety of contract compliance methods, planning and organizing inspection and/or contractor work, analysis of contractor work performed for acceptability, and solution of problems with adequacy, quality, timeliness and other aspects of contractors' work. The scope of the work involves reviewing contractors' work for conformance with established criteria, solving conventional problems, and otherwise helping to ensure a clean, safe, functional and well-maintained transportation infrastructure and rights-of-way through such services as cleaning, sweeping, mowing, painting, landscaping and various upkeep and repair work. The work is primarily performed outdoors and involves some discomforts such as exposure to noise, dust, grease, or unpleasant weather conditions. Hazards such as traffic and moving equipment or machines are

encountered occasionally. The work requires light physical effort such as long periods of standing; bending, crouching and stooping; light lifting; and, for some positions, extensive driving.

EXAMPLES OF DUTIES: (Illustrative Only)

- Administers contracts and makes recommendations on the acceptability of contract services; serves as liaison between contractor and the department by receiving complaints and resolving problems concerning contract performance or costs. Advises department on requirements pertaining to contract development and on the issuance of change orders.
- Inspects contractors' services daily or another recurring or special basis to ensure compliance with contract specifications, generally-accepted work practices and other norms.
- Collects and maintains records and data for analysis, developing contract specifications, and reporting of contractor performance.
- Investigates and resolves or makes recommendations for resolution of complaints and damage claims from citizens and business owners concerning contractor performance of services such as garage and elevator cleaning and maintenance and street cleaning, landscaping, and stump removal.
- Makes recommendations for contract documents and specifications for contractors' services monitored.
- Reviews contractor invoices for payment and makes recommendations for payment. Tracks contract expenditures and provides information on contracts to support budgetary projections.
- Collects data and prepares correspondence or reports concerning contracts and contract services.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods and techniques of transportation infrastructure maintenance (for facilities or rights-of-way as pertinent to the position of assignment) such as processes, procedures, equipment and materials used in facility cleaning (wash-downs and degreasing), painting, door repair, elevator maintenance, landscaping, tree planting/trimming/removal, street sweeping, mowing, snow removal and storm damage repair (as pertinent to the position of assignment).
- Knowledge of inspection techniques as they pertain to transportation infrastructure maintenance, and skill in use of the tools used to assess needs, to inspect work to ensure that contractor performance adhere to requirements, and to perform related functions.
- Knowledge of applicable regulations such as the accessibility provisions of the ADA, County/department/division/section/unit policies and procedures and pertinent programmatic and contract provisions.
- Knowledge of applicable codes, regulations and County and Department policies and procedures, and skill in conveying their meaning to others.
- Knowledge of procurement and contract development activities, contract administration and monitoring.
- Knowledge of and skill in using computer and automated office technology including office suites (such as MS Office), enterprise software/systems (such as Oracle) and stand-alone software/systems to communicate (email), word process, requisition, manage records, conduct research (Internet), etc..
- Skill in reading and interpreting contract documents, facilities plans and specifications.
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include using checklists and applying various inspection techniques/tools to detect compliance/non-compliance with contract requirements and

generally-accepted work practices, coordinating with utility companies and other parties regarding new shelters or electrification, and assessing sites for various needs.

- Skill in evaluating the effectiveness of the contract services.
- Skill in oral communication to understand verbal information (including instructions, descriptions and ideas), and to express such information verbally to others so they will understand.
- Skill in written communication to understand written information (including instruction, descriptions and ideas) and to express such information in writing so that others will understand. Examples include reading and understanding contract provisions and completing records of inspections.
- Interpersonal skills to interact with others in a businesslike, customer service-oriented manner; skill in dealing tactfully.
- Skill in working as a team member to provide excellent customer service.
- Ability to exert physical effort including, but not limited to, some extended periods of standing and walking, along with recurring bending, stooping, reaching, etc., and long periods of driving under various weather and traffic conditions.
- Ability to work in a somewhat unpleasant or potentially hazardous environment such as around cleaning compounds and slip/trip hazards and nearby moving traffic or energized equipment.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of experience reviewing/inspecting maintenance work or services performed by others, documenting work performance and resolving problems with work performance.

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: Requires light physical effort such as long periods of standing; bending, crouching and stooping; and light lifting. May require extensive driving.

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

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 Exam.

Class Established:

February, 2017