

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

**Code No. 003656
Grade 13**

CONSTRUCTION REPRESENTATIVE TRAINEE

DEFINITION OF CLASS:

This is entry level regulatory enforcement work to ensure builder/contractor compliance with codes and regulations in the construction of County roads, highways and related structures. Contacts include other County organizational unit employees for the purpose of exchanging information; other agency (e.g., Maryland State Highway Administration) and utility company representatives for the purpose of ensuring work on construction projects is coordinated and progresses in a timely fashion and for resolving problems; and with contractors, project superintendents, developers and the public for the purpose of exchanging information, explaining procedures and regulatory requirements, and resolving problems. An incumbent offers limited direct service or assistance to the public.

An employee in this class, under the direction of higher level staff, is responsible for collection of some materials used and inspection of all construction of county roads and appurtenances (e.g., storm drains, curbs and gutters) constructed by contractors and developers under permit, Capital Improvement Program (CIP) contractors or County crews. Employees are assigned specific tasks or portions of projects. New tasks are performed under the direction of higher-level staff; once learned, the employee may independently perform routine tasks. Work is reviewed to ensure that an employee is providing an adequate level of inspection and using proper procedures. Guidelines consist of Federal, State and County laws, codes and procedures governing road construction, and job safety and traffic controls. An employee uses judgment to select and apply appropriate guidelines to routine and somewhat varied situations, but significant deviations from guidelines or unusual situations are referred to the supervisor for assistance. The complexity of the work involves deciding what action to take in response to different situations encountered in the field. The work involves carrying out specific procedures which concern a portion of a road construction project or assignment of broader scope. The work is performed outdoors on construction sites where an employee is exposed to equipment noise, dust and dirt, and heat and noxious odors from hot asphalt. On road construction sites, employees are exposed to some risks which require the use of safety equipment such as hard hats, safety boots or earplugs. The work involves some physical effort such as walking over uneven surfaces; bending, crouching and stooping; and occasional lifting of objects up to 50 pounds.

EXAMPLES OF DUTIES: (Illustrative Only)

- Under direction, inspects materials (e.g., paint, soil, gravel, concrete, asphalt, brick, storm drain pipe, reinforcement steel) used in the construction of roads and accessory structures (storm drains, curbs and gutters, sidewalks, driveways) constructed under permit or by contractors as CIP projects.
- Collects and tests materials to verify quality and appropriate application.
- Under direction, inspects subgrades prior to paving; foundations, cofferdams and other subterranean structure systems; storm drain and other underdrain systems; form and false work (e.g., driveway, sidewalk, curb and gutter forms, bridge false work); and asphalt or concrete paving to final grade for conformance with plans, standards, specifications, codes and regulations.
- Verifies in the field the accuracy of all line and grade establishments using survey techniques and

equipment.

- Coordinates utility relocation work with various utility companies by contacting involved parties and ensuring that work takes place at the proper time.
- Ensures that contractors provide proper safety precautions for pedestrians and motorists and minimize obstruction to traffic where road construction work is being performed.
- Accurately records all information and data pertaining to projects (i.e., daily activities at project site, amounts of materials and equipment used, number and types of workers) in the daily log which may be used to settle contract claims or in court cases.
- Reviews plans to become familiar with assigned jobs; makes recommendations for modification of plans necessitated by unforeseen field conditions.
- Measures and computes item quantities for payment for work performed by contractors on County Capital Improvement Program and participation projects.
- Assists in preparation of written reports or recommendations on assistance requests from various agencies, developers, contractors or the public by gathering data, preparing diagrams, etc.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the materials, methods and practices of road and accessory structure construction.
- Knowledge of improper construction practices which result in faulty, substandard or hazardous conditions.
- Knowledge of mathematics such as algebra and geometry used to estimate costs and calculate materials used on construction projects.
- Skill in the use of equipment such as transits and levels used to verify proper construction.
- Ability to read and interpret engineering plans and specifications.
- Ability to prepare accurate sketches and diagrams of field conditions.
- Ability to perform field inspections in environments that present moderate discomforts and risks.
- Ability to communicate tactfully and effectively with others.

MINIMUM QUALIFICATIONS:

Experience: Some experience (1-year) in road and accessory structures (storm drains, bridges, curbs and gutters, driveways, sidewalks) construction and/or inspection.

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.

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 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.

Class Established: June, 2000

Revised: April, 2010

August, 2013

October, 2014