

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

**Code No. 004051
Grade 19**

HIGHWAY INSPECTOR I*

DEFINITION OF CLASS:

This is full performance level contract compliance and regulatory enforcement work to ensure, personally, 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 contractor crew leaders, County employees on the team, employees in other County and State units, 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 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 monitoring, from initial work to completion of individual projects, the maintenance and repair of County roadways, related improvements and rights of way by private contractors through public funds. They assure 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 personally representing the County, on-site, on assigned projects. During the winter and intermittently as needed at other times, they assure the work of contractors in snow removal and such other emergency maintenance activities as storm clean-up. They perform these functions by overseeing County employees on the team, contractors and by individual and team work. The complexities of the work are characterized by the need to assure materials and workmanship for compliance with contract specifications, codes and regulations, and interface with citizens, suppliers and contractors, all on-site as work occurs. Work is assigned in general or specific terms according to the project, performed independently and reviewed through reports, discussions, inspections and other means for quality, quantity, timeliness and other factors, including 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. The guides are often specific with little or no leeway permitted, but do not always fit the non-routine conditions and problems that may occur and directly affect the delivery of contractor services. Accordingly, the employees may make short term work decisions based on practical matters and with experienced judgment when they do not contravene guidelines. The employees in this class are the front-line force ensuring the County gets what it has specified and is paying for. 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 mainly performed 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, including vehicle operation, standing or walking for very long periods, bending, reaching, moving about on uneven terrain and moving objects weighing up to fifty (50) pounds.

EXAMPLES OF DUTIES: (Illustrative Only)

- Monitors the work of assigned employees and contractor crews in roadway, roadside and/or right of way maintenance, as assigned, on-site as it occurs.
- Inspects materials (e.g., paint, soil, gravel, concrete, asphalt, brick, storm drain pipe, steel reinforcement, etc.) used in the construction of roads and accessory structures (storm drains, curbs, gutters, sidewalks and driveways). Collects specimens for laboratory testing used in construction and maintenance to verify quality and appropriate application.
- Inspects sub-grades prior to paving; foundations, cofferdams and other subterranean structural systems; storm drains and other under-drain systems; form and false work (e.g., driveways, sidewalks, 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.
- Accurately records all information and data pertaining to projects (e.g., daily activities at project site, amounts of materials and equipment used, number and types of workers). Measures, computes and certifies item quantities for payment for work performed by contractors. Documents over- or under-runs of proposed contract quantities.
- Reviews project plans to become familiar with assigned jobs; makes recommendations for modification of plans necessitated by unforeseen field conditions.
- Accepts and accounts for checks from property owners for reimbursement for driveway apron reconstruction.
- Assures that contractors adhere to State requirements for traffic control in a work zone and provide proper safety precautions for pedestrians and motorists and minimize obstructions to traffic where road construction work is performed.
- Provides information to the public about projects and issues related to current work individually and in small, impromptu groups. Responds to citizen inquiries, including complaints.
- Uses a computer, cell phone and other equipment for communication, data recording and other purposes.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable 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.
- Considerable 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 exchange information effectively with personal contacts.
- Skill in the use of equipment, such as transits and levels used to verify proper construction.
- Skill in reading and interpreting engineering plans and specifications to assure 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 use a computer to communicate, schedule, record data, and perform other tasks.
- 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: Considerable (3 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 a 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