

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

**Code No. 004052
Grade 13**

HIGHWAY INSPECTOR TRAINEE

DEFINITION OF CLASS:

This is entry level enforcement work to help ensure 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 baseline information about projects, receive and pass on traffic information, report and respond to emergencies, and otherwise exchange predominantly routine information. Direct service or assistance to the public is limited.

Employees in this class, under the direction of higher level staff, are responsible for building skills in, and helping monitor, 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 are assigned specific tasks or project segments to help 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 this work (mainly from spring to fall) on-site. During the winter and intermittently as needed at other times, they build skills in and help assure the work of contractors in snow removal and such other emergency maintenance activities as storm clean-up. The complexities of the work are characterized by skill-building in problem solving and decision making in response to different assignments and field conditions. New tasks are assigned in specific terms, but once learned may be assigned in general terms. Routine tasks are performed independently. Work is reviewed through discussions, inspections and other means for quality, quantity, timeliness and other factors, including adherence to requirements, standards 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 usually specific with little or no leeway permitted, so the requirement is to correctly select and apply the right guide(s) and bring non-routine issues to the attention of higher grade staff. The employees in this class are trainees in the front-line force ensuring the County gets what it has specified and is paying for. The impact of the work is realized by improvement of individual skills and increase in the employee's effectiveness in helping to assure that roads, sidewalks, gutters, storm drains, rights-of-way, etc. 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 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.
- Under direction, 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.
- Builds skills in the review of project plans to become familiar with assigned jobs.
- May accept and account for checks from property owners for reimbursement for driveway apron reconstruction.
- Helps assure 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 baseline information to the public about projects and issues related to current work individually and in small, impromptu groups.
- Uses a computer, cell phone and other equipment for communication, data recording and other purposes.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the methods and practices of constructing and maintaining roadways, accessory structures or rights of way (including roadside tree care). This includes some knowledge of improper practices that may 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.
- Some knowledge of such materials as soil, gravel, concrete, asphalt and steel reinforcement and ability to improve knowledge to certify materials and assure adherence to mandated requirements and generally-accepted quality standards.
- Skill in English oral communication to effectively exchange straightforward, factual information with personal contacts.
- Basic 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 to help assure that they are being followed in the field. This includes the ability to build skills in this area, including skill to prepare accurate sketches and diagrams of field conditions.
- Ability to learn to perform 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.

MINIMUM QUALIFICATIONS:

Experience: Some (1 year) experience in construction, maintenance or 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 50 pounds.

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

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:

- Ability and willingness to work at nights and on weekends 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 a Drug/Alcohol Screen.

Class Established: August, 1992 (M)

Revised: December, 2005 (M)

April, 2010

August, 2013