

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

**Code No. 004070  
Grade 17**

**TRANSPORTATION CONTRACT COMPLIANCE INSPECTOR I**

**DEFINITION OF CLASS:**

This is inspection work monitoring contract standards for, and contractor performance in, cleaning, maintaining, renovating and repairing small transportation infrastructures such as bus shelters 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, sweeping, snow removal, landscaping, tree trimming/removal, and storm damage repair. Contacts include contractors for the purposes of exchanging straight-forward information concerning contract compliance issues, co-workers and employees of utility companies to exchange information. Direct service or assistance to the public is incidental to the primary purpose of the work.

An employee in this class is responsible for conducting inspections of transit shelters to ensure that contractors perform the work specified in contracts according to specific requirements or generally-accepted standards (such as 'workmanlike manner' and common work practices), resolving problems with contractors' work and addressing 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 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 ensure clean, safe, functional and well-maintained transit shelters and associated 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)**

- 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 or makes recommendations for resolution of complaints and damage claims from citizens and business owners concerning contractor performance.

- Makes recommendations for contract documents and specifications for contractors' services monitored.
- Reviews contractor invoices for payment and makes recommendations for payment.
- 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 transit shelter construction and maintenance such as processes, procedures, equipment and materials used in cleaning, painting, landscaping, tree planting/trimming/removal, mowing, snow removal and storm damage repair.
- Knowledge of inspection techniques and tools used to assess contractor performance.
- Knowledge of applicable regulations and applicable codes such as the accessibility provisions of the ADA, County/department/division/section/unit policies and procedures and pertinent programmatic and contract provisions, and skill in conveying their meaning to others.
- Skill in reading and understanding contract documents, plans and specifications.
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- Skill in inspecting work to determine compliance with contract requirements and generally-accepted work practices, coordinating maintenance and construction activities with utility companies and other parties regarding new shelters or electrification, and assessing sites for various needs.
- 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 working as a team member to provide excellent customer service.
- Skill in using a computer and various 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), and perform other functions.
- 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:** Two (2) 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:** August 1992

**Revised:** April 2010

August 2013

September 2015

February 2017

**Formerly Titled:** "Transportation Contract Compliance Inspector"