



## CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Supervisory, Civil Engineer (Construction Inspection)	<b>BAND/LEVEL:</b>	MGT III
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	2985
<b>DIVISION:</b>	Engineering	<b>DATE:</b>	02/24/2021
<b>REPORTS TO:</b>	City Engineer	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	310
<b>REPLACES:</b>	Supervisor, Construction Inspection	<b>LAST REVISED DATE:</b>	04/04/2016

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### JOB SUMMARY STATEMENT:

Directs the overall activities of the construction inspection section. Provides engineering guidance and administration for the construction observation of city administered projects to include public streets, storm drainage, bridge, facility and miscellaneous projects. Interprets construction specifications and special provisions for project personnel. Develops and coordinates standards for construction inspection activities. Assists in the development of construction materials, specifications and standard details. Coordinates on and off season training for staff to comply with state and federal requirements.. Performs backup inspections, as needed. Assists in emergency operations, including the snow operations, as required.

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### DUTIES AND RESPONSIBILITIES:

1. Manages the Construction Inspection Section in the Engineering Division, providing leadership, supervision and management for all section activities and personnel. Responsible for all personnel requirements including training, performance management and general administration. Supervises and manages the work of construction inspectors (in-house and contracted) on City administered projects to ensure completion of work in alignment with prescribed objectives and guidelines involving inspection and testing processes.
2. Serves as project manager for alternate delivery projects, supervising professional engineers, engineering technicians, construction inspectors and other related professionals. Delegates work activities, monitors progress, and provides training to ensure completion of projects on schedule, with high engineering standards, in compliance with applicable city and other governmental requirements, and with adequate inter-office communication.
3. Develops and coordinates inspection program requirements to include standard operating procedures for inspectors to ensure completeness, accuracy and consistency of construction inspections and reports; standard procedures for pay estimate preparation; and development of standard requirements for material testing for projects.

4. Leads quality assurance and quality control of construction methods and materials to ensure conformance to project specifications. Maintains the City's Material Sampling & Testing Frequency Chart and Approved Materials List for the construction of city administered projects. Assists the City Engineer in the review and development of construction specifications and standard details. Serves as a City representative for public works organizations and technical committees, such as American Public Works Association, Kansas City Metro Materials Board (KCMMB) and other relevant organizations, as needed.
5. Responds to public inquiries in areas regarding public works standards and construction, such as street, sidewalk requirements, and general engineering information. Directs construction inspectors to conduct field investigations when necessary. Responds directly to the complainant or initiates continued research when further investigation is needed.
6. Assists in the development of cost estimates and construction requirements for the City's annual maintenance programs. Assists in conducting visual inspections of asphalt pavement, curb, sidewalk, bridges and storm sewer systems and determining program locations, as needed. Discusses projects with Project Managers and/or City Engineer.
7. Assists Project Managers and Construction Inspectors, in assessing construction progress, job quality, testing frequency, and corrective measures for City public works construction projects. Performs plan reviews as a member of assigned project teams or otherwise requested by Project Managers and/or City Engineer.
8. Assists in emergency operations, including snow operations, as required.
9. Performs other duties as assigned.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time, and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in civil engineering or a related engineering field of study.
- Registered as a professional engineer in the State of Kansas or in another state with State of Kansas registration required within one year of hiring.
- Master's degree in engineering, public administration, or business preferred.
- Must possess a valid driver's license.
- Must maintain an insurable driving record.

### EXPERIENCE:

- Eight years of progressive civil or related engineering and construction experience.
- One year in a supervisory management position or additional years experience in civil engineering or engineering education.

### SKILLS:

- Analytical skills.
- Basic mathematical and accounting skills.
- Computer skills.
- Project Management skills.
- Working knowledge of public sector administration.
- Excellent oral and written communication skills.
- Leadership skills.
- Time management skills.
- Facilitation skills.
- Customer service skills.

### MENTAL REQUIREMENTS:

- Ability to read and comprehend City, State and Federal regulations.
- Ability to analyze complex problems and recommend possible solutions.
- Ability to meet deadlines.
- Ability to prioritize multiple tasks.
- Diplomacy and judgement.
- Ability to work in a hectic environment with many interruptions.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Alpha and numeric recognition.
- Ability to read and understand site plans and blueprints.

**PHYSICAL REQUIREMENTS:**

- Ability to operate measuring and surveying equipment used in inspections.
- Ability to operate City vehicles.
- Ability to traverse rough terrain on foot.
- Ability to lift 20 pounds and transport 15 feet.
- Ability to bend, sit, stand and walk while checking concrete curb string lines and sidewalk forms.
- Exposure to vehicle noise and fumes.
- Ability to operate microfilmer.
- Ability to distinguish among colors.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Direct:
  - Construction Inspectors

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.