



Right of Way Inspector - Contracted Construction Project Inspector J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	8/20/2024 6:44:36 PM
Working Title:	Right of Way Inspector - Contracted Construction Project Inspector
Job Family:	Engineering Technician
Classification:	Senior Engineering Technician

ORGANIZATION

Department:	Public Works
Cost Center/Program:	1012 - County Road Engineering
Exemption Status:	Non Exempt
Union:	Not Represented

JOB SUMMARY

The Senior Engineering Technician performs a variety of skilled technical tasks in support of engineering projects and programs. Engineering tasks support activities in one or more public works or community development functions such as traffic engineering and operations, transportation planning, development review, surveying, right-of-way, project design or drafting, materials testing, construction inspection and road maintenance operations. This classification may act as a lead or performs work which requires a higher degree of technical expertise, accountability, and independent judgment. Senior Engineering Technicians often provide oversight to Engineering Technician and Engineering Technician Analyst staff on technical programs/projects and mentoring of Engineer 1 staff.

Distinguishing Characteristics

Senior Engineering Technician is the third level of a three-level engineering technician classification series. The Senior Engineering Technician class is distinguished from the Engineering Technician Analyst class by responsibility for being the lead of a crew, or responsibility for administration of a technical program, or as a lead to oversee contracted construction or technical engineering projects. Employees at this level are expected to exercise initiative and judgment in independently carrying out assignments as the technical subject matter expert. The engineering technician classification series is distinguished from the professional engineer classification series by duties based on technical knowledge and skill rather than a broad academic knowledge of engineering principles and practices, certifications or licenses.

Performs and applies highly technical office and field civil engineering and construction management assignments in infrastructure construction and inspection. The incumbent is responsible for conducting on-site inspections of infrastructure construction to assure compliance with approved plans and specifications, general engineering criteria, the County Road Standards, Right of Way Permits, and applicable federal, state and local standards and regulations; for assisting in the administration of contracts by tracking and documenting the work or the contractor; for monitoring the quality of the work being performed; and for leading on-site coordination of the various entities involved in the construction including private and public utilities, other agencies, and the public.

Is expected to work independently and to exercise initiative and judgment in carrying out assignments according to established standards, policies, and procedures.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Administers all phases of contracted and/or capital construction inspection; including tracking, measuring, and calculating quantities; preparing notes for support of payment; leading, overseeing,	5%

Essential Functions

Essential Function	% TIME
and tracking force amount of work; directing minor field adjustments to approved plans; issuing daily legal records of Contractor's progress; and assuring Contractor's compliance with Contract Documents including Contract Plans and Specifications	
Completes various on-site material tests, and/or obtains various material samples for laboratory testing, and/or conducts various laboratory material tests, relating to Capital Projects, including acceptance and rejection of materials based on testing results.	5%
Ensure that all materials incorporated into the project meet material specifications and have been appropriately tested and documented.	10%
Performs Right-of-Way Permit inspections to ensure compliance with approved plans, County Road Standards and Right of Way Permits. Reviews subdivisions, short plats, PBD's, large lot subdivisions, and commercial projects for compliance with adopted policies, county code and ordinances, and general engineering design criteria; makes recommendations and assigns revisions when required. Researches previously approved projects and applies that information to subsequent project reviews.	50%
Leads the coordination of activities between the various entities on the construction site including public and private utilities; other divisions in Public Works and departments in the County; privately contracted work; other agencies; the residents living near the site; and the general public passing through. Leads the collaboration with other County staff to respond to the general public to answer technical questions related to the division of property; improvements within the right of way; and permit requirements.	25%
Supports and/or leads various pre-construction and or design activities such as coordination of utility meetings, coordination of utility potholing, and the safety inspection of County owned bridges. Assists in coordinating quality control and constructability reviews of County projects and compiles project comments.	5%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	☒
-----------------------	-------------------------------------

QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Associate's Degree	In engineering or related field	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
5 years	of related experience performing engineering activities in related area	Required	including
1 year	leading a crew or as a lead over construction and/or technical projects.	Required	
	Preferred Education, Experience or Other Qualifications Experience with bridge safety inspections and evaluations.	Preferred	and
	Experience with contract compliance monitoring of Public Works projects, including Right of Way permits.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certified Erosion Control Lead	within 6 Months	Required	and
	Certification to operate a Nuclear Densometer gauge.	within 6 Months	Preferred	and
	Certified Erosion and Sediment Control Lead	within 6 Months	Required	and
	Traffic Control Certification	within 6 Months	Preferred	and
	2 - Category 1: Driver operates County-owned vehicles.			

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Any equivalent combination and experience of education that provides the applicant with the desired knowledge, skills and abilities required to perform the work.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Basic civil engineering and construction management principles and practices as they relate to the construction and inspection of infrastructure.	
Basic engineering mathematics and construction surveying.	
Standard infrastructure construction methods and requirements.	
Procedures, methods and equipment used in the testing of soil compaction and composition, asphalt, and concrete.	
Principles of radiation safety relating to operation of Nuclear Densometer.	
Washington State Department of Transportation guidelines and publications, such as the Construction Manual, Standard Specifications for Road, Bridge, and Municipal Construction, Laboratory Manual and American Standards of Materials Testing	
Appear for scheduled work with regular, reliable and punctual attendance.	
Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy with other employees, contractors and the general public.	
Effectively plan and organize work and complete tasks within prescribed timeframes.	
Understand and carry out oral and written instructions.	
Communicate effectively orally and in writing.	
Read and interpret complex construction plans and specifications.	
Perform basic engineering and surveying measurement.	
Perform, interpret, and understand material testing and prepare appropriate recommendations.	
Exercise initiative and independent judgment in carrying out assignments.	
Work independently and establish priorities.	
Safely operate, monitor and store a Nuclear Densometer gauge.	
Lift and carry construction materials and equipment weighing up to 100 pounds.	
Become familiar with applicable codes, regulations, ordinances, policies, procedures and state statutes.	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	on-site evaluation
Running		
Jumping		
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	accessing files, office supplies, and equipment
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	to access low filing cabinets/shelves
Stooping		
Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office Supplies, paperwork and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	survey, inspection and testing equipment
Lifting 36-50 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	move objects, files and other materials and equipment
Lifting 50 + lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	move objects, files and other materials and equipment

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office Supplies, paperwork and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office Supplies, paperwork and files
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office Supplies, paperwork and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's directions, and phones if applicable
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	supervisor's directions, and interaction w/ co-workers

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	documents, computer screen
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	on-site evaluation
Exposure to Bloodborne Pathogens		
Work Outside	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	on-site evaluation
Customer/Public Contact		
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May encounter while performing on site evaluation
Wetness	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May encounter while performing on site evaluation
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Semi-professional attire, PPE when required
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$0.00
Hourly Min:	\$0.00