

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

In The Matter of Adopting a Position)
Description For a New Position -)
Maintenance and Construction Inspector)
)

ORDER NO. 23134

WHEREAS, it is the recommendation of Richard Christensen, Roadmaster, that the attached position description be adopted for the following position:

Maintenance and Construction Inspector
Position Title

D
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of August 3, 2022.

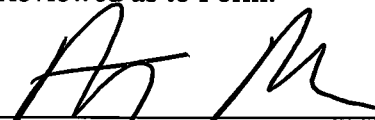
DATED this 3rd day of August, 2022.

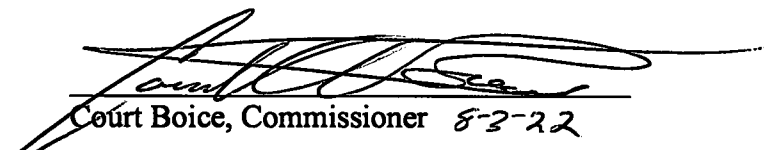
**CURRY COUNTY
BOARD OF COMMISSIONERS**


John Herzog, Chair

Absent
Christopher S Paasch, Vice Chair

Reviewed as to Form:


Anthony Pope, OSB # 192939
County Legal Counsel


Court Boice, Commissioner 8-3-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Maintenance and Construction Inspector

EXEMPT: No

SALARY LEVEL: D

DOT CODE:

SUPERVISOR: Maintenance and Construction Foreman

PREPARED BY: Road Master

July 2022

GENERAL STATEMENT OF DUTIES:

This is a multi-disciplinary position that assists the Roadmaster by inspecting improvements to determine compliance with approved plans, contracts, standards and regulations. Performs inspections of the Road Department infrastructure as directed and related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establishes and maintains records (i.e., photos, video tape, maps, and written descriptions) of inspections of Road Department projects and off-site improvements in general.
2. Establishes and maintains records of Curry County Road Standards disposition of same.
3. Establish and maintain records of inspections of Road Department Capital Improvement Projects.
4. Inspects all related work performed within the county rights-of-way and easements held by the county to determine compliance with Road Standards and Regulations.
5. Respond to complaints
6. Conveys general engineering information regarding construction projects and street improvement projects to contractors, other employees, plan holders and the public.
7. Coordinates between departments providing feedback and information.
8. Attends pre-construction conferences and weekly construction meetings.
9. Performs other duties as assigned in all field crew maintenance programs.

JOB DESCRIPTION
JOB TITLE: Maintenance and Construction Inspector - Page 2

SUPERVISORY RESPONSIBILITIES:

Supervision is not normally a responsibility of this classification.

MINIMUM QUALIFICATIONS:

Knowledge of -

Methods, materials and equipment used in the construction and maintenance of roads, storm drainage and other road infrastructure.

Road Department's safety procedures, Road Department Construction Standards and techniques for construction.

Ability to -

Communicate effectively with utility agencies, contractors, county employees and general public.

Maintain effective working relationships with employees and the general public.

Establish, maintain and organize records and materials

EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

High school graduation. Three years of increasingly responsible Road Department experience and training including at least two years of inspection responsibility; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

NECESSARY SPECIAL REQUIREMENTS:

Requires possession of a valid Oregon driver license.

Requires possession of a current certificate of completion of the ODOT Work Zone Traffic Control Course (Flaggers Card).

