Position Title: Public Works Inspector

Date: June 25, 2004

Reports to: County Engineer

Department: Public Works

Base of Operations: County-wide

FLSA Status: Nonexempt

Positions Supervised: None

BASIC FUNCTION: Under general supervision of the County Engineer, performs a variety of inspection tasks related to Construction and Utility Work in the County Right of Ways. These inspections are to ensure quality control and compliance with permits and contracts in accordance with County standards. Responsible for issuing permits for all aspects of Public Works, including right of way permits, parking and moorage permits, driveway permits, and special event permits. Responsible for the inspection and assistance of administration of projects such as street utility cuts, paving, concrete, general construction, plan review and development of sidewalk and concrete replacement programs. Performs other work as required.

MINIMUM QUALIFICATIONS High school diploma, or equivalent, and four years vocational training or BS degree in engineering, and four years experience in technical engineering work; OR any combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the essential job functions. Valid Washington State driver’s license. Ability to obtain and maintain a valid first aid card and flagger’s card within 90 days of employment.

Knowledge of:
- Methods, materials, equipment, procedures and practices utilized in the construction, repair, and operation of public works facilities.
- Work hazards and safety procedures related to construction in public right of ways.
- County rules, regulations, and policies.
- Various County and State regulatory Codes and Ordinances relating to construction projects.
- Street and utility line and grades and proper construction practices and methods.
- Maps, deeds, plats, and plans.
- Computer use including specialized software applications and databases.

Ability to:
- Read and interpret architectural drawings, site plans, topography, structural drawings, and as built drawings showing actual construction.
- Ability to interpret construction codes and engineering standards and resolve field problems offering acceptable alternative solutions.
- Ability to prepare and maintain accurate and concise records and files.
- Ability to communicate effectively with developers, contractors, and the general public and ability to establish and maintain effective working relationships with other employees, contractors, and the general public.

Skill in:
- Working independently.
- Organizing tasks and workload efficiently.
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PRINCIPAL DUTIES - Asterisk designates essential function:

- Inspects Public Works construction projects as required and assigned. *
- Processes, reviews, issues and files public works permits. *
- Develops, tracks and enforces Utility Franchise Agreements for use of County right of ways.*
- Oversees the efforts of utility contractors working in the Right of Way for compliance with permits and franchise agreements. *
- Inspects public works construction projects to ensure compliance with project contracts, specifications, and code requirements.*
- Reviews site plans, revisions to site plans, As-builts, and plats and they pertain to utilities, roads, and other public works. *
- Serves as department liaison to utility organizations, municipalities, and utility companies.
- Responds to citizen inquiries.
- Participates in and conducts pre-construction meetings.
- Other duties include but are not limited to the participation in after hour emergencies, on call duties, snow removal, and special events county wide.

PHYSICAL AND MENTAL REQUIREMENTS:
The ability to maintain effective working relationships with other employees, supervisor, engineers, department heads, contractors, developers and the general public. Ability to solve complex technical engineering problems. Requires frequent sitting, standing and walking. Ability to lift up to 50 lbs. and frequently carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. Must have the ability to bend, stoop, climb, sit, work at heights, walk on uneven terrain and work on road construction and building sites. Requires visual acuity at 20 inches or less. Hearing acuity for speech discrimination. Ability to communicate orally and to receive and understand written and oral communication and give written and oral instruction. Requires the agility to get in and out of a 4-wheel drive, high profile pickup truck. Requires good hearing and eyesight for distance, depth perception, and color discrimination.

EQUIPMENT REQUIREMENTS:
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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
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<tr>
<td>Telephone / Fax</td>
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<td>Copy machine</td>
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<td>Printer, plotter</td>
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<td>Personal Computer</td>
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<td>Vehicle</td>
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<td>Blue Print Machine</td>
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<td>Total Station</td>
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<td>Level</td>
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<td>Camera, video camera</td>
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<td>Boat</td>
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<td>GPS Data Collector</td>
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<tr>
<td>Material Testing Equipment</td>
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<tr>
<td>Nuclear Gauge</td>
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<td>Locator</td>
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WORKING CONDITIONS: Work may be performed in an office setting or outdoors. Outdoor work may be in inclement weather. May be required to travel to other islands by small boat or small airplane. Overtime on occasional basis. Physical labor is required in many tasks such as surveying, taking samples, installing signs, and taking inventory. May be exposed to traffic requiring the use of flagger vest and hardhat. Work may be performed on roadway inspecting pavement, ditches, signs, installing traffic counters, measuring, etc.