

# SEDGWICK COUNTY JOB DESCRIPTION

## Inspection Foreman

<b>Working Title:</b>	Inspection Foreman	<b>Work Location:</b>	1144 S. Seneca
<b>Position Number:</b>	NEW	<b>Expected Hours of Work:</b>	Varies
<b>Classification:</b>	Inspection Foreman	<b>Supervisor: Yes / No</b>	Yes
<b>Reports to (position):</b>	Construction Engineer	<b>Number of staff supervised:</b>	7
<b>Date Revised:</b>	1/28/2019		
<b>Job Summary (Major objectives of this position. Why does the job exist?)</b>			
Directs and coordinates the work of construction inspectors. Assures that standards and project requirements are upheld through inspections of construction sites. Maintains paperwork to ensure projects can be accurately tracked and payments adhere to contract documents. Performs professional work in the preparation, analysis and management of construction projects.			
<b>Primary Job Functions (List three job categories with specific tasks listed)</b>			
<b>Coordinates and manages construction activities</b> <ul style="list-style-type: none"> <li>Manages comprehensive file on each project.</li> <li>Reviews cost breakdowns and project accounting data.</li> <li>Coordinates construction activities with contractors and local governments, schools, and emergency services to avoid disruption of critical services.</li> <li>Ensures projects adhere to county, state and federal safety regulations.</li> </ul> <b>Supervise and manage construction inspectors</b> <ul style="list-style-type: none"> <li>Assign individual inspectors to projects that fit their ability.</li> <li>Review pay estimates and other documents produced by inspection staff.</li> <li>Develop and train inspection staff.</li> <li>Reviews department and division practices to ensure continuous improvement in service.</li> <li>Manage staff schedules.</li> <li>Coordinate certification exams and renewals.</li> </ul> <b>Communicate pertinent project information with Public Works staff, contractor personnel and the general public as necessary</b> <ul style="list-style-type: none"> <li>Work with Public Works staff to resolve project requirement disputes and revise project plans as warranted.</li> <li>Coordinate with the contractors.</li> <li>Listen and respond to the public's requests and concerns.</li> <li>Interprets for non-technical persons involved in projects.</li> </ul>			
<b>Secondary Job Functions (list no more than five)</b>			
<ol style="list-style-type: none"> <li>Assist in the preparation of annual pavement management program.</li> <li>Aid in development of the project letting schedule.</li> </ol>			
<b>Competencies (Select five from Core Competency list and specify Behavioral Indicators specific to position)</b>			
Communication	Clearly conveys and receives information and ideas through the appropriate methods and media in a manner that engages the listener and invites response and feedback. Ensures appropriate stakeholders are kept informed and that information shared is accurate and timely. Demonstrates good written, oral, and listening skills.		

# SEDGWICK COUNTY JOB DESCRIPTION

## Inspection Foreman

### Behavioral Indicators:

- Keeps relevant people accurately informed and up-to-date of both positive and potentially negative information.
- Comprehends written and oral information and direction and takes appropriate action.
- Communicates intentions, ideas and feelings openly and directly.
- Consistently delivers accurate, clear, and concise messages orally and/or in writing to effectively inform an audience.
- Listens attentively to the speaker and actively asks questions to confirm understanding and avoid miscommunications.
- Allows others to speak without unnecessarily interrupting them.
- Asks clarifying questions that elicit clearer or more detailed information.
- Responds promptly to citizen requests; is easy to reach and work with during work hours; willingly works with citizens to meet their needs.
- Addresses disgruntled citizens by remaining calm and professional; personally follows through to resolve issue(s).

### Leadership

Inspires motivation; engages with others to solve problems; helps team stay focused on major goals while managing within a context of multiple directives. Provides timely guidance and feedback to help others strengthen knowledge/skills.

### Behavioral Indicators:

- Provides timely constructive feedback that is clear and direct; enables co-workers to grow and succeed through feedback, instruction, and encouragement.
- Promotes organizational mission and goals, and shows the way to achieve them.
- Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
- Uses knowledge of the organizational and political climate to solve problems and accomplish goals.
- Coordinates ideas and resources to achieve goals.
- Creates a positive work environment where all staff are motivated to do their best.
- Sees the potential in others and takes opportunities to apply and develop that potential.
- Suggests and asks for others' ideas to improve quality, efficiency, and effectiveness.
- Takes extra time to assist and provides specific, detailed follow-up.
- Talks with others openly and directly about problems with their performance, providing necessary focus, guidance and direction.

### Analytical Thinking

Works systematically and logically to resolve problems, identify causation and anticipate unexpected results. Manages issues by drawing on own experience and knowledge and calls on other resources as necessary.

### Behavioral Indicators:

- Anticipates the consequences of situations.
- Identifies the information needed to solve a problem effectively.
- Gets input from internal/external contacts who are closest to the problem.
- Presents problem analysis and recommended solution to others rather than just identifying or describing the problem itself.
- Draws sound conclusions based upon a mixture of analysis and experience.
- Anticipates and thinks ahead about next steps.

### Detail-Oriented

Ensures information is complete and accurate; follows up with others to ensure that

# SEDGWICK COUNTY JOB DESCRIPTION

## Inspection Foreman

	agreements and commitments have been fulfilled. Follows process steps as outlined in standard operating procedures. Reviews materials to ensure they are accurate, clear, and concise.
<b>Behavioral Indicators:</b> <ul style="list-style-type: none"> <li>Provides accurate, consistent numbers on all paperwork.</li> <li>Provides information on a timely basis and in a usable form to others who need to act on it.</li> <li>Double-checks the accuracy of information and work product.</li> <li>Follows policies, procedures, and safety and security measures in using various equipment.</li> <li>Maintains properly equipped work area.</li> <li>Takes necessary actions to produce work that requires little or no checking.</li> </ul>	
<b>Dependability</b>	Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
<b>Behavioral Indicators:</b> <ul style="list-style-type: none"> <li>Shows up to work on time, and follows instructions, policies, and procedures. Meets productivity standards, deadlines, and work schedules.</li> <li>Demonstrates willingness and flexibility to work outside normal schedule, routines, and duties.</li> <li>Stays focused on tasks in spite of distractions and interruptions.</li> <li>Makes the best use of available time and resources.</li> <li>Does not make excuses for errors or problems; acknowledges and corrects mistakes.</li> <li>Actively demonstrates commitment by maintaining a consistent and predictable work schedule.</li> <li>Is relied upon by others as a source for valid information.</li> <li>Completes all assigned tasks on time and with minimal supervision.</li> <li>Fulfills all commitments made to peers, co-workers, and supervisor.</li> <li>Informs appropriate individuals when assigned tasks will not be completed in agreed upon time frame.</li> </ul>	
<b>Supervisory Responsibilities (Provide title of employee managed and the number of employees)</b>	
<ul style="list-style-type: none"> <li>Construction Inspector (7)</li> </ul>	
<b>Minimum Qualifications as defined by classification</b>	
<b>Educational Requirements:</b> High School Diploma or equivalent	
<b>Years of Experience:</b> 10 years' progressive experience in highway or bridge construction or construction inspection. Five years of construction supervisory experience.	
<b>License, certifications, etc...</b> <ul style="list-style-type: none"> <li>Certification from KDOT's Certified Inspector Training Program in Basic Inspection (BI), Asphalt Paving Inspection (API), and ACI Concrete Field Technician (CF).</li> <li>Valid Kansas Driver's License</li> </ul>	
<b>Preferred Qualifications</b>	
<b>Educational Requirements:</b>	
<b>Years of Experience:</b> <ul style="list-style-type: none"> <li>10+ years of experience in highway or bridge construction or construction inspection.</li> </ul>	
<b>License, certifications, etc...</b> Certification from KDOT's Certified Inspector Training Program in a wide variety of fields.	

# SEDGWICK COUNTY JOB DESCRIPTION

## Inspection Foreman

Physical Requirements & Working Conditions (must be directly tied to Essential Functions)	
<b>Physical Activity of position</b>	
<ul style="list-style-type: none"><li>• Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.</li><li>• Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.</li><li>• Kneeling. Bending legs at knee to come to a rest on knee or knees.</li><li>• Standing. Particularly for sustained periods of time.</li><li>• Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</li><li>• Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</li><li>• Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</li><li>• Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</li><li>• Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</li></ul>	
<b>Physical Requirements of Position</b>	
<ul style="list-style-type: none"><li>• Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</li></ul>	
<b>Visual Acuity Requirements</b>	
<ul style="list-style-type: none"><li>• The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.</li></ul>	
<b>Work Environment / Conditions Employee will be subject to</b>	
<ul style="list-style-type: none"><li>• The employee is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.</li></ul>	
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.	
<b>Signatures</b>	
<b>Supervisor:</b>	<b>Date:</b>
Employee signature below constitutes employee's understanding of the requirements, primary functions and duties of the position.	

# **SEDGWICK COUNTY JOB DESCRIPTION**

## **Inspection Foreman**

<b>Employee:</b>	<b>Date:</b>
------------------	--------------