

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Street and Traffic Inspector

CLASS CODE: 3954

GENERAL DESCRIPTION OF DUTIES:

Incumbents inspect city right-of-way for hazards to vehicular traffic and pedestrians, right-of-way conditions or city-regulated motor vehicles; report conditions; inspect right-of-way excavation/construction.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the General Inspection Series - Adjunct Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for inspecting city right-of-way for hazards; overseeing related construction/excavation projects for compliance with city standards; manages sidewalk replacement and crossing guard programs; and is involved with traffic studies.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Inspects and investigates complaints regarding right-of-way hazards and city regulated motor carriers such as taxicabs. Reports actions to resolve hazards.

Inspects construction and excavation in the city right-of-way to ensure compliance with applicable city ordinances and specifications. Evaluates and approves requests for right-of-way encroachment.

Manages cooperative sidewalk replacement program. Estimates work, maintains records, authorizes billing and contractor payment, inspects work for compliance with specifications.

Inspects intersections with traffic signals and stop signs. Inspects for loading zone permits. Inspects the installation and removal of parking or parking prohibited signs requested by citizens.

Manages school crossing guard program. Interviews, hires disciplines and discharges guards. Purchases guard equipment.

Manages handicapped ramp program. Identifies, measures and marks locations; instructs contractors and inspects work.

Issues violation notices and testifies in court as needed.

Designs traffic control measures at work sites. Sets up barricades.

Performs pedestrian and traffic counts.

Measures pavement areas requiring repair and notifies repair personnel.

Reports malfunctioning traffic signals, downed signs, traffic accidents and other emergency situations.

Manages sewer lateral excavations/repairs. Oversees work, maintains records and authorizes payments.

Inspects building demolition sites for right-of-way considerations.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as contractors, crossing guards, other city departments and the public, on how to apply policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, measuring wheel, two-way radio, level, transit, tape measure, calculator, typewriter, telephone, fax machine and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as billing statements, blueprints, construction specifications, bids, inspection forms/reports, public notices, right-of-way permits, photos, maps, street guides, assessor records, city codes, ordinances, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; calculate surface area and volume; perform mathematical operations involving basic algebra and geometry.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards.

Physical Requirements:

Requires the ability to lift objects such as transit, barricades, manhole covers and others weighing up to fifty (50) pounds.

Requires the ability to stoop, walk, balance, climb, bend and twist to perform site inspections and operating required equipment.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks to distinguish objects clearly, communicate with others and detect gas leaks.

EDUCATION AND EXPERIENCE STATEMENT:

Two (2) years of utility and street construction experience; or successful completion of a recognized two-year training program in construction technology; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS:

Possess and maintain a valid Missouri driver's license while employed by the City of St. Louis.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.