

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Pothole Inspector**

**Department: Public Works**

**Pay Grade: GS.07**

**Supervision Received From: City Transportation Engineer**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 11/22/19**

**Revision Dates: 4/3/25;**

**7/11/24; 10/23/23; 1/11/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for handling requests for potholes or distressed pavement; designing traffic control plans within construction zones; verifying the quality of work during the installation of materials and products; verifying traffic control systems are in place; inspecting work zones to verify adequate precautionary signage and control devices and meeting with public to address concerns. Work is performed with limited supervision.

**SERIES LEVEL:** This is a stand alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

May serve as the primary reviewer of all reports of potholes and road distress. Will review, determine corrective measure, estimate quantity, create work orders, and oversee repair.

Schedules and conducts final inspections and prepares punch lists, performs follow-up inspections to ensure completion and proper compliance of all transportation related activities and proper construction of all site work and infrastructure prior to final platting, enforces applicable codes, laws, rules, regulations, specifications and standards; issues stop work orders for non-compliance, verify precautionary signing and traffic control devices are in place.

Receives and processes work zone permit applications. Designs traffic control plans within construction zones in accordance with applicable regulations and standards. Issue permits and track city wide work zone activity.

Records inspection visits and results in applicable databases and log books to update job lists and site files. Issues citations for transportation related violations and prepares files for court hearings.

Participates in traffic related studies, investigations and/or other related items. Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information. May be required to testify in court for transportation related violations.

Identifies and reports City infrastructure, roadway, and/or other related construction and repair needs to proper authorities

Performs project coordination activities, including: scheduling; maintaining project records;; and, corresponding with engineers, developers, contractors, and geotechnical engineers.

Measures and calculates material needs for repair and construction of streets and roadways.

Enforces applicable codes, laws, rules, regulations, specifications, and standards; initiates corrective actions to correct deviations or violations.

Participates in/on a variety of meetings, task forces, and/or other related groups in order to receive and convey information.

May assist in conducting code enforcement activities, including: permit requirements; initiating stop work orders; preparing written notices of violation; attending City Court as needed.

May be required to use, carry, and answer their cell phone as determined by their job duties and the department head. Performs other duties as assigned.

Help with social media content shared on the city's account.

Able to use a laptop/tablet in the field to record all potholes and road distresses in the Collector App. Able to use GIS programs.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Four (4) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Vocational/Technical degree, with training emphasis in roadway construction, design, and inspection.

LICENSING AND CERTIFICATIONS: Valid Driver's License Possession of or ability to obtain International Municipal Signal Association Work Zone Safety Certification, or equivalent within one (1) year of employment.

SUPPLEMENTAL INFORMATION:

Knowledge of applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; customer service principles; road and utility construction practices; basic traffic engineering principles and practices; investigatory methods and practices; applicable GIS applications; street lighting design principles; pavement marking installation practices and the contents of the Manual on Uniform Traffic Control Devices.

Skill in providing customer service; using a computer and related software applications; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; reviewing traffic control plans to determine feasibility and compliance with applicable guidelines; monitoring budgets; conducting field investigations and inspections; designing and reviewing traffic control plans; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:** Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, extreme temperatures, intense noises, and travel.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

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