

CITY OF CHATTANOOGA

Classification Specification Title: Transportation Inspector

Department: Public Works

Pay Grade: GS.07

Supervision Received From: City Transportation Engineer

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 12/15/07

**Revision Dates: 4/4/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for design and/or review of 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: The Transportation Inspector is a stand-alone classification.

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.)

Designs Traffic Control Plans or Reviews and makes corrections to those plans submitted for construction zones in accordance with applicable regulations and standards.

Provides logistical oversight, oversees and coordinates daily clerical functions of reviewing permit applications and log permitted Work Zone permits for the permitting processes for said projects.

Coordinates and give approvals to proceed to work within the public roadways to include TDOT, all city construction crew, utilities companies and general contractors to insure no, or minimize, conflicts between Work Zones and Special Events within the Right-of-Way. Map work zone locations for public notice.

Schedules, conducts, or assigns staff for final inspections and prepares punch lists, performs follow-up inspections to ensure completion and proper compliance of all transportation related activities, 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.

Oversees and records inspection visits and results in applicable databases and log books to update job lists and site files; ensures work zone traffic is set up properly and removed in a timely manner.

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.

Secondary will be performing on-site inspections of on-going construction sites to ensure activities are being performed according to design standards, specifications, and City ordinances, which includes: verifying proper bedding material type, depth, and width for sanitary and storm sewers; ensuring proper backfill material type depth and compaction; inspecting materials for compliance with established plans and specifications; verifying the quality of work during the installation of materials and products; verifying proper trench construction; verifying proper construction of sub-base, base stone, asphalt binders, and asphalt toppings for road construction; verifying precautionary signing and traffic control systems are in place; ensuring legal and engineering aspects of site work have been met in a timely and appropriate manner; and, performing other related activities.

May be required to testify in court for transportation related violations.

Work hours may vary to maintain a 40 hour work week when checking early morning or evening closures.

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

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, or any combination of equivalent experience and educational training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include engineering or any other related education. Examples of relevant experience include traffic engineering, transportation engineering, traffic control, GIS, inspections, construction of roads, utilities and sewer systems or related construction work or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License; Possession of or ability to obtain Traffic Control Design Specialist Certification. Possession of or ability to obtain Special Police Commission Certification; Tennessee Department of Transportation Certifications Suggested: Hot Mix Asphalt Roadway Certification; Concrete Certified Field Technician; Concrete Plant Quality Control Technician; Soils & Aggregate Certified Testing Technician.

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:

Light Work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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.