

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**HIGHWAY INSPECTOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to conduct field inspections of county roads to ensure compliance with applicable standards and specifications. Duties and responsibilities include inspecting road construction work and materials, verifying road construction permits, ensuring adherence to specifications for county roads, maintaining records, and performing other tasks as assigned. Reports to Assistant Road Superintendent.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs field inspections of road construction/repair projects conducted by private contractors and by County construction crews to ensure project compliance with applicable codes, regulations, standards, specifications, and approved construction plans.

Ensures contractors and County construction crews are aware of bond requirements and helps prevent expiration of bonds; releases the bond once a job/project has been completed.

Interprets, explains, and ensures compliance with applicable state, county, and local codes, ordinances, resolutions, regulations, standards, specifications, policies and procedures, as well as approved construction plans; researches codes, construction standards, technical manuals, or other resources to clarify issues as needed; initiates any actions necessary to correct deviations or violations.

Provides information and technical assistance concerning road construction requirements; meets with and discusses problem areas with contractors, engineers, foremen, or other individuals; recommends solutions to problems; responds to questions, concerns, complaints, or emergencies; provides technical assistance and consultation to other county departments.

Reviews and interprets construction plans, blueprints, specifications, surveys, maps, and drawings.

Conducts physical inspections of county roads and roads within existing subdivisions; inspects final phase of road construction/repair; verifies that proper permits have been obtained for road projects.

Compares construction projects, workmanship, methods, and materials to approved construction plans and applicable codes/standards; identifies errors, potential problems, conflicts, or non-compliance issues.

Prepares or completes various forms, reports, correspondence, logs, inspection reports, inspection records, project diaries, or other documents.

Receives various forms, reports, correspondence, construction plans, site plans, drawings, specifications, blueprints, codes, ordinances, regulations, standards, policies, procedures, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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Works with contractors, developers, consulting engineers, architects, and property owners to achieve resolution of problems and compliance with all requirements.

Acts on behalf of foremen in their absence; maintains on call availability 24 hours a day on a rotating basis two months of every year.

Communicates with supervisor, employees, other departments, contractors, developers, engineers, property owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings as needed.

Operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a utility truck, measuring devices, pickaxe, transit, or two-way radio.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; assists in traffic control procedures to include posting traffic signs.

Maintains a comprehensive, current knowledge of applicable laws, regulations, and standards; maintains an awareness of new road construction methods, materials, inspection practices, trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in road construction and inspection; supplemented by one (1) year previous experience and/or training involving road construction, road maintenance, and road inspection activities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

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

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### ADA COMPLIANCE/ PHYSICAL DEMANDS

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, or animals/wildlife.

### PHYSICAL DEMANDS ANALYSIS

1. **STANDING AND WALKING**

Estimated Total Hours: 40 Maximum Continuous Time: 10

2. **SITTING**

Estimated Total Hours: 20 Maximum Continuous Time: 30

3. **LIFTING/CARRYING**

Objects:

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    | X      | X     | X      |         |       |
| 11-25 lbs  |        |       |        |         |       |
| 26-50 lbs  |        |       |        |         |       |
| 51-75 lbs  |        |       |        |         |       |
| 76-100 lbs |        |       |        |         |       |
| >100 lbs   |        |       |        |         |       |

4. **PUSHING/PULLING**

Height of hands above floor during push: 4 feet

**5. BENDING/SQUATTING/KNEELING**

Tasks: Cleaning out ends of pipes

**6. REACHING**

Hands Used: RIGHT LEFT BOTH X

**7. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              | X   |    |
| Cold Temperatures             | X   |    |
| Sudden Changes in Temperature |     | X  |
| Noise                         | X   |    |
| Fumes                         | X   |    |
| Cramped Quarters              |     | X  |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  |     | X  |
| Sharp Edges                   |     | X  |
| Vibration                     |     | X  |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare | X   |    |

|                 |              |
|-----------------|--------------|
| Inside Building | 40 % of time |
| Outside         | 60 % of time |

**8. OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         |     | X  |
| Sweeping/Mopping |     | X  |
| General Cleaning |     | X  |
| Handling Trash   |     | X  |

**9. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Surveying equipment, tape measures, hammer, shovels

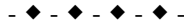
**10. HAND USE**

| Type of Use  | Yes | No | Frequency |
|--|-----|----|-----------|
| Keystrokes   | X   |    |           |
| Grasp  | X   |    |           |
| Fine Motor i.e.: writing, twisting hands or wrist, etc | X   |    |           |



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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date