



# Right of Way Inspector

City of Kenmore

## SUMMARY

Provide construction inspection on a variety of projects including capital projects, City owned utilities, franchise utilities, other public utilities, and development projects to ensure compliance with plans, specifications, ordinances, codes, and regulations; to review capital project plans, to review and approve permits for development and utility projects within the City right-of-way; and to respond to questions and inquiries from contractors, developers, and the public regarding construction activities. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The Right of Way Inspector can perform the following, but may be assigned to, or specialize in a portion depending on the needs of the Department:*

- Oversees the processing of applications for permits, inspections, or services. Oversees and participates in certain aspects of permit issuance processes.
- Reviews and inspects permits submitted by utilities to repair, improve, or modify utility facilities within the City right of way.
- Reviews and inspects right of way permit applications submitted by private groups to use the public right of way.
- Conducts pre-construction meetings with contractors .
- Conducts field inspections of work done by contractors during construction of utility modification or development projects to ensure compliance with approved plans and City road standards.
- Reviews as-built project plan submittals for accuracy and compliance with City road standards.
- Provides administrative, logistical, and technical support to project engineers and construction management staff.
- Coordinates utility work that intersects with City projects.
- Performs final maintenance inspections on curb, gutter, sidewalk, and other road improvements prior to final acceptance.
- Monitors work activities within the right of way and enforces safety and environmental rules and regulations.
- Investigates and responds to customer and public inquiries and complaints regarding activities with the public right of way; explains and interprets codes, policies, standards, fees, and procedures to the public; and enforces violations

to the City code.

- Reviews and evaluates studies, designs, reports, and records generated by other staff and outside entities. Analyzes data and makes recommendations.

- Through independent, onsite visits, collects field data, verifies conditions, takes measurements, notes potential or developing problems, makes recommendations, and carries out other duties related to the field visit.
- Performs peer-level quality reviews of plans, design drawings, and specifications prepared by fellow staff and/or outside engineering consultants for accuracy, completeness, and compliance with City standards.
- Conducts constructability review of Public Works Projects.
- Works with consultants, surveyors, and other outside individuals to provide information on standards, resolve problems, and ensure that project details are accounted for and integrated into maps and drawings.
- Conducts field inspections of and performs visual assessments of traffic control devices, pavement markings, and signing using the Manual of Uniform Traffic Control Devices.
- Meets with individuals and representatives of other agencies and City departments to discuss current or proposed projects.
- Inspects and prepares reports on public works projects, such as, but not limited to subsurface and surface street construction, structures, and other infrastructure, for quality of work and material, for proper line, grade, slope, placement, and for adherence to stipulations and specifications.
- Inspects and prepares progress reports on methods of construction utilized by contractors. Checks for proper dimensions, quantities, and proper use of materials.
- Serves in the Emergency Operations Center during emergencies or disasters. May serve as section chief.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## QUALIFICATIONS

### Knowledge & Skills:

- Specialized technical knowledge of engineering and construction terminology, practices, procedures, and basic principles.
- Working knowledge of the laws, regulations, and codes governing municipal engineering and construction.
- Working knowledge of cartographic principles and practices involved in the preparation of working maps.
- In-depth knowledge of common office productivity software and data entry screens sufficient to develop presentations and simulations.
- Working knowledge of legal property descriptions, deed records, survey files, and other documents and data sources used in identifying and solving boundary and ownership issues.
- General knowledge of surveying principles and procedures.
- Sufficient math skills to perform geometry, trigonometry, algebraic, cost, and statistical calculations and record distances and geographic measures.
- Sufficient English language skills to document files and drawings, write technical specifications, and prepare contract or bid language.
- Sufficient interpersonal skills to convey engineering and construction terminology to others, to train, and perform quality assurance.

- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

**Abilities:**

- Carry out the essential functions of the position.
- Coordinate and review certain aspects of projects.
- Perform detailed work thoroughly, neatly, accurately, and efficiently.
- Read and interpret standard field notes, engineering and construction drawings, and technical specifications.
- Perform a variety of engineering computations.
- Read and interpret maps, aerial photographs, mapping coordinates, survey documents, and legal documents containing boundary information, right-of-way information, and construction blueprints.
- Conduct field data gathering and inspections.
- Train and offer partial leadership over other technical and support staff.
- Perform both office and field work.
- Sufficient ambulatory ability to sit for extended periods of time, move to project locations, to stand for intermittent periods of time, and to bend, stoop, and reach for limited periods of time to retrieve work materials.
- Sufficient arm-hand-eye coordination to operate a computer keyboard, drawing equipment, and pointing devices to produce intricately detailed drawings, diagrams, and illustrations.
- Visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress.
- Verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.
- Driving ability to transport oneself in and around Kenmore and King County.

**Education and Experience:**

- The position typically requires an associate degree or equivalent vocational certificate in engineering or construction inspection technology and
- Five years of progressive experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

**Licenses and Certificates**

- Requires a valid driver's license.
- CESCL Certificate (Certified Erosion Sediment Control Lead) preferred.

**ADDITIONAL INFORMATION**

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, weather conditions, and proximity to moving equipment.

- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. however this position may require an earlier work hour schedule depending on construction activity. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as- needed, or attend in-person, evening, or weekend meetings when necessary.

#### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- The City participates in the Washington State Public Employees Retirement System pension plan.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Engineering FLSA:**

**Non-exempt**

City of Kenmore  
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