



CAMDEN COUNTY ROAD & BRIDGE
HUMAN RESOURCES DEPT.
1 Court Circle NW, Camdenton, MO 65020

<http://camdenmo.org/>
Phone: 573-346-4471
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RIGHT-OF-WAY INSPECTOR

CAMDEN COUNTY ROAD & BRIDGE DEPARTMENT

Starting salary: \$13.86 per hour

This is a full time position and includes a full range of benefits including paid vacation, paid sick leave, paid holidays, employee health and life insurance and retirement programs.

JOB DESCRIPTION

- Conducts field inspections and initiates administrative enforcement actions to ensure compliance with applicable Federal, State and Local Codes and Ordinances pertaining to construction within the county-maintained Right-of-Way.
- Responds to complaints, document investigation activities and initiate enforcement actions.
- Drafts appropriate violation notices indicating code deficiencies, orders to stop work, and citations.
- Meets with contractors and/or property owners to discuss and/or alleviate violations.
- Investigates citizen complaints. Answers questions from the general public about road repairs and other problems.
- Participates in the plan review process for construction activities within the public right-of-way to ensure that quality and safety standards are being followed.
- Acts as the department safety officer by auditing job sites for unsafe behavior or breaks in regulations.
- Presents safety principles to staff in meetings or lecture-type training sessions.
- Reviews and adjusts traffic control plans to ensure safety of workers and drivers.
- Prepares plans and documents used in the design of roadway projects.
- Utilizes computer aided drafting, road design software and various other computer software packages to assist in the preparation of computer generated design plans by drafting and adding text to the design file and producing plan sheets.
- Applies for permits with state and federal agencies necessary for county construction projects.
- Contacts residents and property owners to acquire temporary construction easements and permanent drainage easements.
- Adds information to the county geographic information system (GIS) to keep inventory of roadway signs, culverts, bridges, creek crossings and other data as assigned.
- Perform a variety of other tasks as assigned by the County Engineer / Road & Bridge Administrator.

REQUIREMENTS

- Requires graduation from a general or technical high school or equivalent.
- Five years previous experience in highway construction and/or maintenance office activities is required.
- Employee must be able to read and interpret construction codes and drawings, County ordinances, and other related regulations.
- Requires knowledge of operation of the roadway systems; types of materials commonly used; safety rules and regulations; Camden County Road & Bridge standards and specifications.
- Requires ability to safely operate automobiles; lift and carry heavy objects; work outdoors for extended periods of time in adverse weather conditions.
- Requires ability to understand and follow written and oral instructions; communicate orally and written; exercise judgment, decisiveness and creativity required in various situations; establish and maintain effective working relationships with other employees or the general public.
- Requires working knowledge of a personal computer, copy and facsimile machines, in addition to principles, methods and equipment used in construction trades.
- Requires a working knowledge of Traffic Control Techniques and the ability to interpret the requirements of the Manual of Uniform Traffic Control Devices.
- Requires ability to effectively use a transit to shoot grades; use a calculator and computer to perform tasks as needed and prepare reports; estimate quantities of rock, asphalt and concrete for various projects; utilize a variety of advisory and design data and information.
- Requires working knowledge of Microsoft Word, Excel, Powerpoint, and Outlook.
- Requires at least one (1) year of experience with AutoCAD and or ArcGIS.
- Requires valid Class F drivers license and satisfactory driving record.
- An equivalent combination of education, training and experience will be considered.

TO APPLY: Submit application to the Camden County Human Resources Department at #1 Court Circle Suite 2, Camdenton, MO 65020 Monday through Friday between the hours of 8:30am – 4:30pm. To assure consideration, applications must be received by 4:00 p.m., Tuesday, January 22, 2019. Late applications may be considered when possible in order to increase the number of qualified applicants.

Camden County 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. Camden is a drug and alcohol free work place. A pre-employment drug screening and background check is required for all positions.

This position is identified as safety-sensitive by regulations adopted by the United States Department of Transportation and is subject to periodical random alcohol and drug tests.