

Sidewalk Inspector

FLSA Status: Covered
Bargaining Unit: Portland City Laborers 483 (PCL)

General Summary

Positions in this broad class perform inspection of public sidewalks, curbs and driveways to identify defective or hazardous conditions, determining extent and cost of repairs, notifying the property owner of the need to make repairs, and ensuring that proper repairs are made. May also be responsible for enforcing contract stipulations, regulations, specifications, and codes relating to sidewalk repair construction projects.

Sidewalk Inspector - 30000197

Distinguishing Characteristics

The Sidewalk Inspector is the journey level class and is responsible for independent field inspections related to sidewalks. It is distinguished from other classes of inspectors by the focus on sidewalk, curb and driveway repair projects.

Typical Duties/Examples of Work

1. Performs field inspections to identify existence, extent and location of defective sidewalks, curbs or driveways. Completes notice to repair and leaves notice at the property or hands to occupant. Checks record for property lines and ownership; determines cost of repairs needed, using the city's fee schedule; mails information to property owner.
2. Meets with property owners to explain the program, their repair alternatives and payment options; advises property owners of proper repair methods and materials; identifies repair resources.
3. Inspects concrete forms on permit jobs for proper line and grade, and for conformance to city specifications; issues stop work or permission to pour concrete orders.
4. Inspects work completed by homeowner or contractor for acceptability, issues notice of satisfactory repair and completes inspection reports.

5. Prepares jobs to be completed by city contractors; sends notices to affected property owners; marks areas to be removed and repaired by city crews; calls for locates; prepares postings for billing. Reviews engineering plans, specifications and contract documents related to sidewalk, curb and driveway repair projects; comments and makes recommendations and reports during pre-construction period; informs contractors of requirements.
6. Works closely with property owners, contractors, and utility representatives to coordinate project, secure necessary clearances, and assists construction manager in resolution of impending issues and problems; attends job-site meetings.
7. Inspects and prepares daily reports on sidewalk, curb and driveway repair projects, for quality of work and material, for proper line, grade, slope, placement, and for adherence to stipulations and specifications, including ensuring contractor, personnel and public safety. Inspects and prepares daily reports on methods of construction utilized by contractors. Investigates complaints relative to projects; checks for proper dimensions, quantities, and proper use of materials; interprets plan requirements such as survey stakes and controls for projects; verifies accuracy and consistency with plans and drawings; discusses, explains, interprets and relays changes to contractor during construction.
8. Provides final walk-through and measurement of work preformed; ensures correctness and creates payment documents; arranges for and monitors testing of materials.
9. Prepares and maintains detailed records of activities; operates computer to create diagrams and side repair notices.
10. Responds to calls to work during emergencies.
11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge: of standard materials and methods used in construction and repair of on-grade sidewalks and driveways; City requirements, the Americans with Disabilities Act (ADA) requirements for curbs, sidewalks, and driveways; administration of construction contracts.

Ability to: learn and use safe working practices; apply City's specifications for sidewalks, curbs and driveways; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public

Skill: in reading and interpreting codes, guidelines and instructions, and in applying them to inspection and enforcement problems. Reading and interpreting construction plans, specifications, codes, laws and contracts; arithmetic calculations associated with the computation or estimation of construction progress, dimensions, quantities and costs. Maintaining construction records; documenting daily construction activities and writing related reports. Ascertaining facts by observation, personal contact and the examination of records. Checking accuracy of addresses and other information; effective oral and in written communications; establishing and maintaining effective working relationships with other city employees, contractors, property owners and the general public. Completing reports and other documents in writing and by using a computer.

Special Requirements

Valid state driver’s license; some positions may require additional endorsements, certifications or licenses

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

2250 Sidewalk Inspector Revised 06-18-85

June 2009 - Change Job Class number from 2250 to 30000197, due to system change.

Revised: 7-1-17 Union changed from DCTU to PCL

Working Conditions

Work in this class is typically performed in an office and a field environment. Incumbent is typically required to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic; to work with citizens who are angry regarding sidewalk inspection program.