

POSITION DESCRIPTION

Title: Bridge Inspector (Part-Time)

Department: Highway Department (Construction Section)

Job Analysis: March 2015, September 2017, January 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Bridge/Project Coordinator, Operations-Construction Manager, County Engineer (~~Dotted line to Highway Administrator~~)

Subordinate Staff: None

Internal Contacts: Area Supervisors, Traffic Operations Supervisor, Engineering Crews, Survey Crew, Design Section, Utility Inspectors, Office Assistant and other County Employees

External Contacts: General Public, Alabama Department of Transportation Bridge Inspection Team, Alabama Department of Transportation Personnel and other state and local officials, ADEM personnel, contractors and vendors.

Status: Classified/Non-Exempt (~~N312~~)

Job Summary

This position is responsible for Bridge Safety Inspections of County maintained bridges, including assimilating and maintaining all state and federal records related to Bridge Safety Inspections and will also help ensure compliance with ~~new-the~~ ALDOT BrM system. This position may serve as project inspector to enforce the Alabama Department of Transportation Standard Specifications for Highway Construction and Baldwin County specifications on various types of complex construction projects including, but not limited to: bridge construction projects, box culvert construction projects, grade, drain, base and paving projects, transportation enhancement projects and other projects which may require a contractor's work to be monitored. This position will also be primarily responsible for ensuring that all ADEM environmental guidelines and regulations are met on construction projects.

Job Domains

1. Obtain, organize and record detailed project data and records in accordance with Alabama Department of Transportation and Baldwin County procedures for bridge inspections.
2. Responsible for bridge safety inspections for all County maintained bridges and responsible for assimilating all state and federal records related to bridge safety inspections.
3. Primarily responsible for ensuring that ADEM requirements are followed and met regarding construction projects.
4. Ensure that contractors construct projects in accordance with plans and specifications.

Knowledge, Skills and Abilities

1. Verbal communication skills to effectively meet the public, ~~direct and~~, correspond with supervisors, ask for information and instructions, and communicate by radio or phone.
2. Math skills to calculate areas and quantities for the ~~new~~ ALDOT BrM Bridge System.
3. Writing skills to take field notes, write inspection reports, inventories, estimates and formal transcripts.
4. Reading skills to understand and interpret Alabama Department of Transportation and FHWA bridge inspection standards.
5. Knowledge of Baldwin County road and bridge system.
6. Knowledge of state and county laws, policies and procedures pertaining to specifications, construction, etc.
7. Ability to operate a computer, various basic computer programs, level, calculator and drawing tools.
8. Ability to exercise independent judgment and initiative in planning, interpreting and implementing work.
9. Knowledge of rules and regulations regarding safety.
10. Ability to establish and maintain effective working relationships with associates, supervisors, developers and contractors.
11. Ability to understand and follow complex written and verbal instructions.
12. Ability to prepare formal letters and documents.
13. Skills to perform storm water monitoring and recording per ADEM regulations as required.
14. Ability to maintain an effective working atmosphere and complete tasks in a timely manner.
15. Ability to schedule projects and bridge inspections to ensure BrM is kept up to date and projects are completed substantial compliance.
16. Ability to file and keep organized records.
17. Ability to see well enough to operate engineering instruments, keep notes in field books and project diaries, read construction plans and specifications, operate motor vehicles; corrective lens acceptable.
18. Ability to hear well enough to perform bridge inspections on active roadways, perform construction inspections on active roadways, understand oral instructions, carry on conversation with contractors, the public and other workers; hearing aid acceptable.
19. Ability to speak well enough to meet and converse with contractors, other entities and the public, convey instructions to others and communicate by telephone and two-way radio.

20. Body movement or mobility to properly inspect bridges, make field surveys, operate motor vehicles, handle signs and hand tools and take samples.
21. Strength to make field surveys, lift objects, use hand tools and operate a motor vehicle.
22. Have endurance to withstand field conditions for entire workday as required.
23. Strength to lift fifty (50) lbs unassisted.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to assist in coordinating disaster recovery.
- 2.3. Willing to assist in roadway asset data collection for GIS databases.

Minimum Qualifications

1. Must have a valid driver's license.
2. High school diploma or equivalent or any combination of training and experience equivalent to graduation from a standard senior high school including courses in mathematics and science.
3. Minimum of fifteen (15) years experience in road and bridge construction preferred.
4. Certified Traffic Control Inspector, required.
5. Certified Concrete Technician, required.
6. Certified Roadway Technician, required.
7. Qualified Credentialed Inspector (QCI), required.
8. Certified Bridge Inspector, required.