

**BUILDING AND CONSTRUCTION  
INSPECTION OCCUPATIONAL GROUP [119]**

**ASSOCIATE INSPECTOR (HIGHWAYS AND SEWERS)**

**General Statement of Duties and Responsibilities**

Under general supervision, performs supervisory work in the inspection of the construction, repair and maintenance of roads, sewers and appurtenances, pavements, sidewalks and related other works; performs related work.

There are two assignment levels within this class of positions. The following are typical assignments within this class of positions.

**Assignment Level I**

**Examples of Typical Tasks**

Supervises the work of inspectors engaged in the inspection of the regulating, grading, paving and repaving of streets, the maintenance, repair and construction of sewers and appurtenances, and retaining walls, streets and street openings, house sewer connections, the construction and repair of water, sewer and utility manholes, street sidewalks, and asphalt and/or concrete plants.

Instructs new assigned Inspectors (Highways and Sewers) and Apprentice Inspectors (Highways and Sewers).

Assists and advises subordinate Inspectors in difficult problems and resolves disagreements between subordinates and contractors or property owners.

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**ASSOCIATE INSPECTOR (HIGHWAYS AND SEWERS)** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Follows up all violations and unsafe conditions reported by Inspectors and Apprentices.

Acts as liaison with other governmental agencies and utility companies planning work that will affect sewers, sidewalk and roadway conditions in the streets.

Investigates complaints of adverse inspection reports.

Interviews contractors and property owners to explain appropriate and pertinent laws, rules and regulations as they apply to the construction, maintenance and repair of public improvements as described herein.

Maintains records and prepares comprehensive reports.

May be required to drive a passenger car or light truck.

**Assignment Level II**

**Examples of Typical Tasks**

Serves as Deputy Director for the Highway and Sewers Inspection Program; assists in formulating program policy and in-service training for Inspectors and Apprentice Inspectors; coordinates with the Bureau of Highway Operations concerning capital programs and legal notice of construction work.

**BUILDING AND CONSTRUCTION****INSPECTION OCCUPATIONAL GROUP [119]****ASSOCIATE INSPECTOR (HIGHWAYS AND SEWERS)** (continued)**Assignment Level II** (continued)**Examples of Typical Tasks** (continued)

Serves as Director of a borough-wide highway and sewers inspection program; assigns and evaluates the work of Associate Inspectors, Inspectors and Apprentice Inspectors; reviews inspection reports and issuance or dismissal of violations; makes special inspections and determines extent of violations when highly unusual conditions prevail.

**Qualification Requirements**

1. Six years of full-time paid experience in the construction and/or repair of roads and sewers, one year of which must have been in a supervisory capacity; or
2. Four years of experience, as described in "1" above, at least one year of which must have been in a supervisory capacity, plus two years of education in an accredited college or technical school in a program specializing in the construction or repair of roads and sewers, or education toward a baccalaureate degree in Engineering, Architecture or Engineering Technology with a specialization in the area of roads or sewers; or
3. At least one year of experience, as described in "1" above, which must have been in a supervisory capacity, plus completion of an approved five year apprenticeship program in highway or sewer inspection; or

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**Qualification Requirements** (continued)

4. Completion of three years of apprenticeship in highway or sewer inspection plus either three years of experience as described in "1" above, one year of which must have been in a supervisory capacity, or one year of experience as described in "1" above, which must have been in a supervisory capacity and two years of education as described in "2" above; or
5. Education and/or experience which is equivalent to "1", "2", "3" or "4" above. All candidates must have one year of experience as described in "1" above, which must have been in a supervisory capacity.

**Direct Lines of Promotion**

**From:** Inspector (Highways  
and Sewers) (31626)

**To:** None