

Transportation Project Inspector, I, II or Senior

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Public Works

Employment Type

Employee

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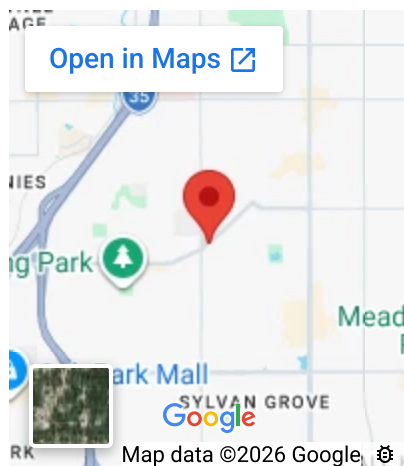
10/01/2026

Salary

Negotiable

Close Date**Location**

US:KS:Overland Park



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TRANSPORTATION PROJECT INSPECTOR, I, II OR SENIOR (JOB ID: 1573)

The City of Overland Park has a full-time **Transportation Project Inspector, I, II or Senior** position available in the Public Works Department.

JOB SUMMARY STATEMENT:

Conducts inspections of all traffic control device installations on City projects in the areas of street lights, traffic signals, ITS infrastructure (fiber optic, CCTV camera, dynamic message signs, etc), and pavement markings and sign installations. In addition, conducts inspections of traffic control, and related concrete and asphalt work at

construction sites. Reviews construction plans and contract documents to ensure compliance with city codes, plans and specifications. Responds to project related citizen inquiries. Prepares project progress reports, contractor pay estimates, and approves contractor invoices. Assists with as-built plan archiving and related data entry. Assists in emergency operations, including snow removal, as required.

DUTIES AND RESPONSIBILITIES:

- Inspects or assists lead inspector with inspections of all traffic control device installations on City projects in the areas of street lights, traffic signals, ITS infrastructure (fiber optic, CCTV camera, dynamic message signs, etc), and pavement markings and sign installations. Visually inspects all phases of construction for compliance to plans, specifications, city codes, MUTCD, and NEC regulations. Observes installation of cable, junction and service boxes, conduit and connections, poles, bases, foundations, control centers, controller cabinets, wiring connections, detector loops, miscellaneous signal and lighting equipment, pavement markings, and ground and aerial mounted signs. Records observations for record keeping purposes. Visually inspects entire construction area for final acceptance.
- Stakes locations of proposed equipment for contractor when specifically indicated on the plans or reviews contractor staked items for conformance to the plans. Visits project site, interprets plans and specifications to determine locations of proposed equipment. Confers with project engineer as necessary when construction conflicts occur with final plans. Meets with consultant inspectors or others on job site to answer questions and ensure compliance.
- Inspects incidental sidewalk, curb and gutter, sod, and minor approach construction for traffic signal and lighting projects. Verifies that dimensions, alignment and subgrade are according to project plans and specifications, as well as good construction practices. Notifies contractor of corrections to be made.
- Coordinates with emergency service providers and the Overland Park Police Department for traffic control during traffic signal switchover or other project related downtime. Coordinates with various city departments and utility owners for controller and electrical service feeds.
- Prepares daily inspection reports, measures quantities and calculates pay estimates for assigned projects during construction phase. Coordinates materials testing on assigned construction projects and reviews materials testing reports.
- Reviews or assists with review of construction plans, contract documents, contractor pay estimates, contractor invoices, shop drawings, and submittals for assigned projects during design and construction phases. Suggests changes or modifications where appropriate. Coordinates with other project inspectors in regard to CIP and developer projects.
- Attends construction progress meetings, pre-construction and pre-bid meetings, as well as utility coordination meetings.
- Initiates preliminary and final acceptance letters for projects and sod acceptance letters. Visits project site during test period operation, completes necessary paperwork and forms, and ensures correspondence files are maintained. Re-inspects projects after two years, initiates final acceptance letter, and notifies appropriate maintaining authority of acceptance.
- Assures that as-built plans are provided by contractor, which accurately depict the final installation. Prepares and scans project related documents into computer. Conducts post-construction inventory and transfers information to appropriate data bases. Participates in field stenciling of traffic related infrastructure.
- Responds, or assists others in responding, to citizen inquiries concerning construction projects and other matters.
- Supports and assists with the general engineering requirements of the division during non-construction periods.
- Assists in emergency operations, including snow removal, as required.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards

and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

REQUIREMENTS:**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

- Basic education with additional courses in drafting, electrical construction, engineering technology, or additional equivalent experience supplemented by formal training in general electrical fundamentals as well as design and maintenance of traffic signals, street lights, signs, and pavement markings.
- Possession of an appropriate valid driver's license. Must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City.
- Must maintain an insurable driving record.
- Must be certified in all the following:
 - IMSA Level I Signs and Markings
 - IMSA Level I Roadway Lighting
 - IMSA Level I Traffic Signals and IMSA Traffic Signal Inspector
 - ATSSA Work Zone Technician
 - KDOT Basic Construction Inspection (LPA Certification)
 - Certified Fiber Optic Technician (CFOT) from Fiber Optic Association or other organization.

EXPERIENCE:

Five years of traffic control device construction inspection experience or an equivalent level of experience in design, maintenance, and operation.

SKILLS:

- Manual dexterity.
- Basic math skills.
- Reading and interpreting of construction plans and contract documents.
- Basic surveying.
- Good oral and written communication skills.
- Good computer skills including use of spread sheets, data bases, project management, GIS, and CAD.
- Time management and administrative organizational skills.

MENTAL REQUIREMENTS:

- Concentration.
- Mechanical aptitude.
- Alpha and numeric recognition.
- Diplomacy and judgement.
- Ability to work under distracting conditions.
- Ability to assess situation and use judgement in responding.
- Logical reasoning.
- Mathematical aptitude.
- Analytical skills.
- Ability to work independently.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer data.
- Visual stamina and acuity adequate to accurately operate surveying equipment, calculator, concrete testing equipment, cable locator, and various hand and power tools.
- Ability to travel and tour worksites within the City in adverse environmental conditions to include but not limited to construction sites and interior and exterior building inspections.
- Ability to operate City vehicles.

- Ability to operate heavy equipment, such as snow plow.
- Visual acuity to examine construction materials and finished structures.
- Ability to adjust to temperature extremes.
- Ability to make and receive phone and two-way radio calls.
- Exposure to high noise levels, dust, dirt.

"SEE ESSENTIAL FUNCTIONS ATTACHED FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: 7:30 a.m.-4:00 p.m., Mon.-Fri.

Salary Range:

I - Grade D: \$26.04 - \$34.66

II - Grade E: \$28.51- \$38.02

Sr - Grade G \$33.89-\$45.74

Application Deadline: Open until filled

Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

EO/M/F/D/V

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