

SENIOR SERVICE INSPECTOR (DEPARTMENT OF TRANSPORTATION)
(NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under general supervision with latitude for the exercise of independent judgment, supervises and coordinates a program for providing independent assessments of the cleanliness, usability, safety, and general repair of streets, sidewalks, arterial highways, and services provided by the Department of Transportation; performs related work.

Examples of Typical Tasks

Makes daily inspection assignments and dispatches field teams in accordance with established operating procedures; prepares daily assignments for field teams, consistent with production, sampling, and frequency requirements; dispatches field teams after insuring that vehicles and equipment are in working order, and inspection assignments have been received.

Reviews field operating problems and reports findings to supervisor.

Is responsible for maintenance, repair and cleanliness of program equipment and vehicles.

Maintains computerized management information system production monitoring and consistence standards. Prepares management reports as requested.

Inspects field teams "time and mileage" sheets to insure operating procedures are followed properly; updates and corrects routing and maps.

Organizes surveys and collects pertinent information.

Verifies work performed by survey teams.

Acts as liaison to other bureaus within the agency regarding survey findings.

Qualification Requirement

1. A four-year high school diploma or its education equivalent; and either one year of full-time experience in dispatching or expediting in a sizeable organization, or one year of full-time planning, supervisory or administrative experience; or
2. A satisfactory equivalent combination of education and/or experience.

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Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Senior Service Inspector (Department of Transportation) (33766)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.