City of Raytown
10000 East 59th Street
Raytown, MO 64133-3993
Phone: 816-737-6078 Fax: 816-737-6097

Position Announcement

Right-of-Way Project Inspector

Department:	Public Works	Posted:	November 2, 2026
Grade/Status:	Non-Exempt	Salary:	**Depending on Experience**

Job Description: Responsible for managing Right-of-Way construction and project inspection for the Public Works Department. Responsible for compliance with City ordinance requirements, record keeping, construction and restoration, and right-of-way permit tracking, management, and compliance. Ensures applicable codes, ordinances, and engineering specifications are followed prior to acceptance for dedication to the City. Responds to inquiries from citizens, utilities, and contractors. Assists with emergency operations, including snow removal, as required.

Required Knowledge, Skills, and Abilities:

ESSENTIAL FUNCTION STATEMENTS:

Essential responsibilities and duties may include, but are not limited to the following:

1. Regular and predictable attendance. Maintain a positive work atmosphere by acting and communicating in a manner to get along with customers, coworkers and managers.
2. Issue permits for Right-of-Way excavations to public utilities.
3. Perform capital project inspection.
4. Act as the City's liaison coordinating all utility activities that occurs within the Right-of-Way, including street cuts, and back of curb installations. Conduct follow-up inspection at the end of 24-month maintenance period.
5. Review plans and construction specifications. Ensure all work is performed in accordance with City standards. Monitor work sites for adequate safety practices and compliance with traffic control plan. Verify initial traffic control is installed prior to commencement of work in the right-of-way. Check traffic control for maintenance and modification needs.

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6. Field locate underground City-owned utilities including stormwater infrastructure, traffic signals, and sanitary sewer piping. Employ various industry methods such as line of sight, map interpolation and distance measuring to provide accurate surface markings of located underground utilities. Schedule and conduct field site meetings with contractors, City departments and/or other public agencies to assist in clarifying locate information or resolve location conflicts with City-owned utilities.

7. Function as the City's field agent to the State of Missouri One Call System by tracking and prioritizing received locate requests, performing requested field locating work within the prescribed time as outlined by the State's One Call program, submitting internally generated locate requests into the system and responding to customer service questions.

8. Resolve disputes between various parties and investigate complaints from citizens related to work completed by utilities or contractors in the Right-of-Way.

9. Inspect street construction including asphalt base, surface and concrete curb and gutter associated with residential subdivision development.

10. Inspect public storm sewer construction including bedding material, pipe & RCB installation, precast and cast-in-place structure installation, ditch liner and subsidiary items associated with residential subdivision projects.

11. Inspect installed erosion control measure for code compliance on all projects. Check erosion control for maintenance needs and inadequacies throughout duration of project.

12. Inspect sanitary sewer and water main construction, including pipe material and connections.

13. Maintain project files, write reports, memorandums, letters and other correspondence documents as necessary. Routinely document all pertinent construction activities for each project. May also keep a project diary describing the scope of work taking place and list all project milestones.

14. Perform enforcement actions as necessary, including rejection of noncompliant material and construction.

15. Develop, manage and analyze software programs for Right-of-Way management and project inspection.

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16. Represent the City in meetings with contractors and developers. Attend KC Metro Right-of-Way managers' meetings to keep the City up to date.

17. Attend meetings with other City staff members and coordinate activities with other City departments as necessary.

18. Participate in Snow and Ice Operations as assigned.

19. Perform other duties as assigned

Special Requirements:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

High school diploma and a minimum of three years in Right-of-Way construction or a technically related field, including plan reading, surveying, sewer maintenance/installation, water main maintenance/installation, storm sewer maintenance/installation, and street construction maintenance/installation.

Five years of experience preferred.

Bachelor's degree with an emphasis in engineering, construction management, public administration, or related field preferred.

Must possess a valid driver's license.

Must have a thorough knowledge of computer databases, spreadsheets, and word processing software.

MoDOT Certified inspector preferred

ADA Requirements:

Physical Requirements: Maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; adequate eyesight, hearing, and speech required; may be necessary to operate assigned vehicle.

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Working Conditions:

Environmental Conditions:
Office conditions; outdoor environment; exposure to conditions of construction and public works project sites including loud noises, dust, heavy vehicles and equipment; exposure to inclement weather; exposure to traffic and other hazards while conducting field inspections; exposure to conditions of vehicle maintenance garage including toxic fumes, gaseous odors, moving vehicles and equipment, slippery surfaces, and other related conditions.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; use of fingers and of both hands required; adequate eyesight, hearing, and speech; field inspections require navigating uneven surfaces and grounds; may require entering trenches, climbing ladders and other objects, and other awkward positions.

Schedule:	Varies
Benefits:	Full-time employees are eligible for the City benefit package.
Application Process:	Complete employment application. Obtain and return to: Raytown City Hall, 10000 E. 59th St., Raytown, MO 64133, Attention: HR.
Closing Date:	Open into filled

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation(s), if needed, may be made to enable individuals with disabilities to perform the essential functions of the position in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.