



City of Pueblo ▪ Human Resources ▪ PO Box 1427 ▪ Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: STREET INSPECTOR

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Must possess computer skills, specifically the ability to use Microsoft Excel and Digital Camera software.	MODERATE
Knowledge of street and alley construction and repair.	MAJOR
Ability to read and understand street and alley ordinances, specifications and blue prints.	MAJOR
Ability to make reports and records of work performed.	MAJOR
Ability to successfully operate related equipment such as graders, loaders and dump trucks.	MAJOR
Must possess the ability to effectively communicate with the general public and private contractors.	ALWAYS
Must have the ability to make decisions.	ALWAYS
Ability to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations.	ALWAYS
Ability to perform all the job duties in a safe manner.	ALWAYS
Ability to operate a motor vehicle under adverse conditions distinguish directions, have a familiarity with Pueblo streets, locations, landmarks and ability to follow all City and State traffic laws.	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Earl Wilkinson Title: Director/Public Works

Signature:  Date: 2/3/15

HR Representative: Shelly Carrillo Title: HR Analyst

Signature:  Date: 2/5/15