

Public Works Inspector

DEPT: Water Systems
DIV:
DATE: February 2024

FLSA: Non-Exempt
EEOC: Technician



POSITION SUMMARY

Performs a variety of **working level field inspections and technical duties** as needed to assure compliance with established local, state and federal utility construction standards; inspects and monitors work in progress related to private development and capital improvement projects.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Inspection Division Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Public Works Inspection: Assists to monitor and inspect construction of City infrastructure, including contractor oversight, daily reporting and documentation, project safety and public awareness; responsible to ensure that public awareness and notification devices (i.e. traffic control devices) are installed and maintained by contractors in a manner consistent with City, State, and Federal guidelines.

Monitors city water systems construction projects, i.e., storm drain, water, waste water, pressurized irrigation, streets, curb, gutter, and sidewalk etc.; ensures contractor compliance; approves partial payments; maintains project official documentation; assists in the preparation of Lehi City's MS4 permit; performs inspection of all drainage facilities installed by contractors or developers including placement and pressure testing.

Conducts project benchmark inspections and final inspections and preparing reports and recommendations for acceptance of improvements; conducts routine and complex inspections monitoring public infrastructure and construction practices for a variety of water and street systems projects related to general improvements to public right-of-ways such as earth work, signage, surfacing, and surface restoration, water and sewer lines and connections, manholes, storm drain structures, curb, gutter, sidewalks, driveways, parking lots, water ways, etc.; approves continuance of work progress or issues "stop work" notices based upon compliance to standards and project specifications; performs final walk-through inspections with developers and contractors, completes "punch list" as needed to determine completion status of the project.

Assists in resolving citizen concerns relative to construction; conducts field inspections to provide a recommendations to City Engineering Department for the amount of development or contractor bond release and or payment, and completion of detailed inspection reports to certify construction compliance with City standards.

Responsible for monitoring and stopping of construction where activities are unapproved or out of specification; acts as enforcement official for City standards and ordinances over City infrastructure; responsible for assistance in further development of construction standards and specifications.

Maintains current files regarding City construction; prepares reports documenting deficiencies and/or other construction site concerns.

Assures the proper testing of locally manufactured materials; assures compliance with established specifications; monitors uniform testing procedures in basic materials such as earth work, aggregate production, asphalt, and concrete; initiates changes in procedures.

Compiles statistical information; checks computations, structure lay-outs, and grades, disseminates and prepares incoming and outgoing correspondence; assures consistency between specifications and actual construction; prepares reports, maintains daily work log and diary; maintains bond records and processes special documents affecting bond releases, etc.

Responsible for approval of rights-of-way encroachment (construction) permits and franchise utility permits.

Attends and coordinates pre-construction meetings for the developers, engineers and contractors working on the approved project.

GIS: Responsible for survey mapping of utilities and other items as needed to assist GIS Technician using GPS technology.

Plan Review: Receives project plans submitted by contractors and developers; reviews plans to ensure enforcement of City

construction standards and compliance with approved project design plans.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus, Two (2) years of specialized training in engineering methods and practices related to testing and compliance; provided through technical college, professional workshops or university studies;

AND

- B. Four (4) years of responsible experience performing above or related duties;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Working knowledge of AWWA and APWA standards; civil engineering testing methods, principles and practices and procedures; sampling and testing applications and procedures; construction methods and materials common to public work projects; engineering standards and codes; technical and practical design of water, wastewater, drainage, and street systems; interpersonal communication skills; the use of a variety of technical engineering equipment and drafting tools; political, legal and governmental processes affecting various engineering programs and project management.

Working skill in the art of diplomacy and cooperative problem solving. Skill in the use of compaction testing equipment, electronic locators, concrete testers, etc.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's license.

Must be a level II certified Water & Wastewater Operator.

May be a Registered Storm Drain Inspector (RSI).

May complete OSHA 5610 and E100 courses.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)