

Water Systems Inspector, Senior

DEPT: Water Systems
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Technician



POSITION SUMMARY

Performs a variety of **journey level field inspections and technical duties** as needed to assure compliance with established local, state and federal utility construction standards, including SWPPPs', NPDES and UPDES requirements; inspects and monitors work in progress related to private development and capital improvement projects. Must qualify to act as an "unrestricted" Direct-Responsible-Charge Water Systems Operator.

SUPERVISION RECEIVED

Works under the general supervision of the Water Systems Assistant Director.

SUPERVISION EXERCISED

May provide close to general supervision to Water Systems Inspector.

ESSENTIAL FUNCTIONS

Water System Inspection: Oversees daily construction of City water systems infrastructure, including contractor oversight, daily reporting and documentation, project safety and public awareness; reviews SWPPP's with builders and administrative staff; 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 and pressurized irrigation, etc.; ensures contractor compliance; approves partial payments, trouble-shoots contract issues; maintains project official documentation; assists in the preparation of Lehi City's NPDES permit; performs inspection of all drainage facilities installed by contractors or developers including placement and pressure testing.

Oversees and 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 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.

Responsible to represent City in resolving citizen concerns relative to construction, with initial focus being specifically the pressurized irrigation system installation; oversees and conducts field inspections to provide a recommendation to City Engineer 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.

Resolves issues between home owners and contractor, contract disputes or related problems (private or city projects); responsible for monitoring and stopping of construction where activities are unapproved or out of specification; acts as enforcement official for City standards and ordinances relative to water systems jurisdiction over City infrastructure; responsible for assistance in further development of construction standards and specifications.

Maintains current files regarding City construction specifications in Water systems files; 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, calculates bond development amounts, 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 water systems project plans submitted by contractors and developers; reviews plans to ensure enforcement of City construction standards and compliance with approved project design plans.

Safety Functions: Serves as the department Safety Specialist; maintains and updates the Safety Manual to ensure compliance with State and Federal standards. Inspects facilities and project sites for compliance. Provides safety training for department employees. Approves safety supply purchases.

Monitors work performed in public right-of-ways by private contractors and utility companies to assure pedestrian and vehicle safety; ensures quality standards are achieved.

Conducts risk management inspections of public facilities to ensure compliance with established risk reduction and liability criteria.

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. Eight (8) years of responsible experience performing above or related duties;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of AWWA and APWA standards; Federal Clean Water Act; Storm Water Management ordinance; civil engineering testing methods, principles and practices and procedures; sampling and testing applications and procedures; construction methods and materials common to water systems projects; engineering standards and codes; technical and practical design of water 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 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 IV certified Water & Wastewater Operator.

Must be an American Public Works Association, Certified Public Infrastructure Inspector (CPII).

Must be a Registered Storm Drain Inspector (RSI).

Must 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)