

WATER CONSTRUCTION INSPECTOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible paraprofessional inspection work of all phases of water system construction work (mains and services) to ensure compliance with established standards. This work is characterized by independent judgment and discretion in overseeing assigned projects and in the resolution of construction problems such as those encountered in high density, multi-use/commercial areas, and/or situations requiring the integration of a large number of public works, utilities, or disruption of services considerations. The work is performed under the general supervision of a Water Utility Engineer or Water Construction Supervisor.

Examples of Duties and Responsibilities:

Inspect construction activities at all phases of water distribution system (mains and services) construction sites to insure compliance with contract specifications, rules, regulations and standards. Exercise considerable judgment in identifying potential problems, and taking necessary corrective action while serving as resident inspector at a large number of projects. Study and interpret plan and profile drawings. Assist Water Utility engineers with project layouts. Assist in surveying activities for the location of lines and grades. Prepare "as built" drawings of construction projects. Use field books, computer maps, blueprints and metal detectors to mark the location of water distribution pipe and fitting systems.

Assist Water Utility engineers in checking proper installation of water mains and other utilities. Make measurements and maintain records to determine installed quantities for fittings, pipe, and services. Check completed job sites for condition of curb and valve boxes. Initiate box repair and recheck. Operate valves in the water system as needed.

Check all materials purchased by the contractor and delivered to the project site for compliance with quality standards. Inspect contractor's laying of water service. Make field determinations to include exercising authority to stop project construction.

Collect receipts of materials delivered to job site (e.g. sand, gravel) for billing purposes and charge out all extra fittings (pipe, valve, hydrants). Accurately prepare and maintain all required records and reports, including daily logs and other documentation. Operate radio communications equipment, laptop computer and a motor vehicle in the field.

Locate service boxes and report condition of newly installed boxes to contractors for repair or replacement. Check new main installation for leaks and contact contractor for any repairs needed.

Respond to inquiries from City officials, the business community, property owners, tenants, private utilities, contractors and the general public regarding inspection and construction

considerations related to assigned projects, and work with these individuals and groups to resolve the problems which the construction may cause them.
Perform related and assigned work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of the tools, methods and materials commonly used in water utility construction and distribution system maintenance activities. Working knowledge of survey instruments and surveying principles, practices, procedures, nomenclature and symbols. Working knowledge of mathematics, including geometry. Working knowledge of the principles and practices of engineering drawing and drafting. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to use computerized and paper maps, drawings, records, graphics and data to effectively manage work. Ability to effectively utilize the Utility's GIS/Mapping systems. Ability to keep accurate engineering construction records and to prepare reports. Ability to work from oral and written instructions and from engineering drawings and sketches. Ability to coordinate and/or perform the concurrent inspection of a large number of concurrent complex projects. Ability to use related judgment in the application of water constructions standards and resolve disputes effectively. Ability to inspect all phases of water distribution construction to ensure compliance with rules, regulations and standards. Ability to maintain effective working relationships with other staff, contractors, and with the public. Ability to communicate effectively both orally and in writing. Ability to maneuver heavy water construction fittings. Ability to operate water main and service valves. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of progressively responsible experience in the installation of water mains and water service laterals. Such experience would normally be gained after completion of high school or equivalent, supplemented by vocational school/college coursework, or military training in the area of civil engineering technology, utility design, or a closely related area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid Wisconsin driver's license.

Physical Requirements:

Employees in this position must be able to lift/carry objects weighing up to 20 pounds on a regular basis and objects weighing up to 75 pounds on occasion. In addition, employees must

be able to frequently walk over uneven surfaces, stand, bend and squat. This position requires work outdoors in all types of weather.

Department/Division	Comp. Group	Range
Water Utility	16	14

Approved: _____
Brad Wirtz
Human Resources Director
Date