

TITLE: Construction Inspector

WS-ADM/4

DEPARTMENT: Water System-Administration, Fayette County

JOB SUMMARY: This position is responsible for inspecting water system construction.

MAJOR DUTIES:

- o Oversees the work of contractors to ensure compliance with Water System policy, plans, specifications, and applicable regulation.
- o Supervises the location of underground utilities.
- o Reviews all plans for commercial and residential developments for adherence to standards.
- o Implements procedures for new customers, including new water main extensions for the general public and for development projects.
- o Reviews Department of Transportation plans involving permitting, expansion, improvement, and blasting.
- o Prepares projects for acceptance by the County, including necessary paperwork, sampling, and cost of construction records.
- o Responds to unforeseen problems, erosion control issues, and customer complaints.
- o Maintains records of phone calls, conversations, and email messages.
- o Reviews plans for new Water System construction for compliance with county ordinances.
- o Attends meetings and training events.
- o Serves as Safety Director for the Water System.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of hydraulics.
- o Knowledge of computers and job related software programs.
- o Knowledge of county projects, regional water plans, and zoning and development

regulations.

- o Skill in the analysis of Water System infrastructure.
- o Skill in the maintenance of require records.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Water System Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and local codes, rules and regulations and safety standards. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related construction inspection duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to inspect Water System construction projects for compliance with procedures and standards. Success in this position ensures compliance with all relevant regulations.

PERSONAL CONTACTS: Contacts are typically with co-workers, developers, contractors, architects, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; or justify matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light or heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office or outdoors occasionally in cold or inclement weather. The employee may be exposed to noise, dirt, dust, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Utility Locator (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.