



Construction Inspector Water System - Administration

WS-ADM/8-838

JOB SUMMARY

This position is responsible for inspecting water system construction.

MAJOR DUTIES

1. Plans, directs, and coordinates the work of the Utility Locator; provides assistance and performs locates as needed.
2. Submits design tickets and survey sites for proposed extensions; establishes proposed placement based on existing utility locations; sets station numbers and submits preliminary drawings.
3. Reviews and validates all plans for commercial, industrial, governmental, and residential development.
4. Provides technical assistance to developers, engineers, and the general public.
5. Obtains permits for project; reviews and marks plans for GDOT CIP and relocation projects.
6. Manages and tracks projects and provides feedback for proposed and existing GDOT rules and regulations.
7. Serves as liaison to GDOT, GA811, and the Public Service Commission.
8. Ensures compliance with Public Service Commission rules and regulations; investigates violations.
9. Conveys information pertaining to damage prevention practices; investigates and documents damages of internal and external sources.
10. Represents the department on a variety of committees.
11. Builds and maintains GIS database.
12. Conducts site visits for contractors and internal personnel.
13. Performs safety inspections.
14. Monitors easements for clearance and maintenance.
15. Oversees the county's fiber optic network.
16. Utilizes metallic/radio locating devices and GPR to establish fiber optic infrastructure locations.
17. Manages the installation of new facilities.
18. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Georgia 811 regulations.
2. Knowledge of Georgia Public Service Commission laws and rules.
3. Knowledge of OSHA regulations.
4. Knowledge of project management principles.
5. Knowledge of EPD requirements.
6. Knowledge of GDOT permitting requirements.
7. Knowledge of NDPEs requirements for land disturbance.
8. Knowledge of EPA regulations and the Safe Drinking Water Act.
9. Skill in locating utilities.
10. Skill in oral and written communication.
11. Skill in planning and meeting deadlines.
12. Skill in directing the work of personnel.

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 federal, state, and local laws, regulations and rules and safety standards. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of construction inspection duties. Strict changes contribute to the complexity of the position.
- The purpose of this position is to manage Water System construction projects for compliance with laws, procedures, rules, and standards. Success in this position contributes to the efficiency and effectiveness of Water System operations.

CONTACTS

- Contacts are typically with contractors, other county personnel, developers, elected and appointed officials, representatives of municipalities, federal and state regulations, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, stooping, or walking. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

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

- 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.
- 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.
- 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.