

GMWSS POSITION DESCRIPTION

Class Title: Resident Inspector III

Supervisor: Engineering Designer

Supervises: None

Class Characteristics: Under general administrative direction, reviews plans of new construction; inspects water and sewer line construction performed by outside contractors in ensure compliance with GMWSS specifications; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Reviews plans of new water and sewer construction before the project is started; forwards recommendations to supervisor.
2. Ensures that projects are not started until final approval from GMWSS and Kentucky Department of Water.
3. Responsible for providing information to contractors regarding required licenses, fees, etc.
4. Responsible for inspecting new water and sewer line construction performed by outside contractors to ensure compliance with GMWSS specifications.
5. Responsible for ensuring that contractors install appropriate valves, fittings, etc.
6. Performs hydrant maintenance.
7. Assists Wastewater Treatment Plants and Wastewater Collection Department when time allows or in case of emergencies.
8. Utilizes chemicals for bacteria control in water pipes, builds manifolds and pours cement according to prescribed standards.
9. Responsible for inspecting subdivision developments.
10. Maintains vehicles, tools, and equipment, including preventative maintenance.
11. Performs related duties as required.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years work experience; Associates degree in Civil Engineering may be substituted for two years work experience.

Special knowledge, Skills, and Abilities:

Knowledge:

1. Extensive knowledge of equipment, materials, methods, and practices used in pipeline construction and maintenance, including tapping, bricklaying, caulking, and related activities.
2. Extensive knowledge of the layout of water and sewer lines, including the locations of valves and appurtenances.
3. Extensive knowledge of federal, state, and local laws and administrative regulations regarding water and sewer line construction, maintenance, and cleanliness.
4. Extensive knowledge of GMWSS policies and procedures, including safety practices.
5. Extensive knowledge of and ability to ensure compliance with safety requirements.
6. Extensive knowledge of computers and applicable software programs.

Skills:

1. Skill in reading construction plans and detailed specifications.

Abilities:

1. Ability to perform physical activities in all weather conditions, rough terrain, heavy vegetation, etc.
2. Ability to read and interpret blueprints, plans, and/or specifications and to make recommendations based on the readings.
3. Ability to operate vehicles, tools, and equipment associated with construction, maintenance, and cleanliness of water and sewer lines.
4. Ability to install and/or repair water valves and hydrants, and sewer line appurtenances.
5. Ability to ensure that standard and updated safety regulations and standards are always adhered to.
6. Ability to operate computer and applicable software programs.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to establish and maintain effective working relationship with consulting engineers, GMWSS employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are somewhat general; many aspects of the work are covered specifically but must use some of own judgement.

Processes: Must occasionally consider different course of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Physical Demands of the Job: Work is performed outdoors regardless of weather conditions. Must lift objects weighing more than 25 pounds; must be outdoors and exposed to weather, rough and hilly terrain, heavy vegetation, mud, water, noise, etc.; must be in high places, confined spaces, and use stairs and ladders; must operate vehicle as a requirement of the job.

Tools and/or Equipment Used: Vehicle, calculator, tripod and level, tapping machine, test kits, valves, wrenches, shovels, etc.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Drug and Alcohol Testing Requirements: Must participate in mandatory drug and alcohol testing as a condition of employment and continued employment.

Certification/Registration Requirements: Must possess either Class III Distribution License or Class III Wastewater Plant Operators license while employed in the class.

Overtime Provision: Non-exempt.