

Farmington City Job Description

Title:	Public Works Inspector III	Code:	539
Department:	Public Works	Last Revised:	
Grade:	11	Effective Date:	

GENERAL PURPOSE

Performs a variety of **advanced level, technical duties** as needed to assure compliance with established local, state and federal engineering construction standards; inspects and monitors work in progress related to private development, capital improvement projects and City performed and funded miscellaneous projects.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Promotes and follows the City's Mission statement, values and expectations. Is a Team Player within and without the City organization.

Attends and contributes to pre-construction conferences as needed to coordinate involvement of local contractors, special districts, the city departments and local utilities as needed to produce the most comprehensive view of planned public works development.

Conducts routine and complex inspections of a variety of public works projects related to general improvements to public right-of-ways such as earth work, surfacing, and surface restoration, water and sewer lines and hookups, 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.

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. Installs and maintains street signs; prepares proper barricading for streets, water and related public works projects.

Assures the proper testing of locally manufactured material; 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 as needed.

Performs drafting on contract plans as necessary to complete project records; reads and interprets plans; determines plan conformity to established standards; annotates plans. Assists staff engineers with the review of utility line video tapes and analysis of quality.

Compiles statistical information; checks computations, structure lay-outs, and grades, disseminates and prepares incoming and outgoing correspondence; assures consistency between specifications and actual construction.

Discusses construction problems with contractor or personnel; evaluates scope of problem and determines alternative course(s) of action; exercises professional judgment where errors could produce costly consequences.

Operates light equipment such as lawn sweepers, lawn mowers, rollers, cement mixers, pick-ups, tractors, forklifts, and various hand and power tools as needed. Checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems for shop repair. Assists as a mechanic helper or apprentice as needed to respond to seasonal demands for fleet maintenance.

Performs a variety of ground maintenance and construction work requiring the use of hand and power tools, such as building forms, framing projects, etc.

On-call rotation. Emergency call out for snow plow, water leaks and any other emergency. Be willing to change work schedules to accommodate contractors.

Manage Excavation Permits, including 24 hour "patch back" policy, proper safety and signage practices associated with permits. Manage the "Blue Stake" process. Staking for culinary water, storm drain and City owned irrigation systems.

Work with City planning department as it relates to development which would include, Truck Haul Route Permits, EPA mandated guidelines such as stream protection, and the proper cleaning of streets and other City property caused by development and other construction activities.

Be proficient on the computer and all programs related to this job.

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. Six (6) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

D. Five (5) years construction experience in the installation and completion of City infrastructures.

2. Knowledge, Skills and Abilities:

Considerable knowledge of civil engineering testing methods, principles and practices and procedures; sampling and testing applications and procedures; construction methods and materials common to public works projects; engineering standards and codes; technical and practical design of public works 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. Some knowledge of the principles of supervision.

Considerable skill in the art of diplomacy and cooperative problem solving. Skill in the use of 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. Maintain a good working relationship with the City Engineer, his associates and with all the developers and contractors.

3. Special Qualifications:

Must possess a valid Utah Drivers license and have a CDL license within 1 year of hire.

Certification as a Public Works Inspector within 1 year of hire.

Must be Water Distribution Level IV Certified within 1 year of hire.

Must be Backflow certified within 1 year of hire.

Become proficient in the Development Standards of Farmington City, the Manual of Standard Specifications and the manual "Introduction to Construction Inspection" put out by the APWA.

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.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.