



WEBER BASIN WATER CONSERVANCY DISTRICT

CONSTRUCTION INSPECTOR

Department: Engineering
Regular Full-Time (FT40)
Non-Exempt / Hourly
Grade 8
M-F 8:00am – 4:30pm

JOB SUMMARY

Under general supervision, performs inspection of construction projects and field activities to ensure compliance with District plans, specifications and contract provisions; performs related work as assigned. Fully capable of independently performing a variety of inspections on construction and maintenance projects. Oversees and manages all District and BOR license agreements. The duties are of a wide range - from fairly routine to highly technical.

ESSENTIAL JOB FUNCTIONS (Not necessarily a comprehensive list.)

- Inspects construction projects to ensure compliance with District plans, specifications and policies; reviews pay estimates, change orders and other documentation related to the construction management of District projects; maintains and enforces schedules on District projects; prepares inspection reports on District projects.
- Compiles and reports information for the review of "as-built" plans; prepares and/or reviews "as-built" plans for completeness and accuracy; reviews preliminary plans and shop drawings to avoid construction problems and conflicts.
- Reviews and makes recommendations for the solution of construction problems and conditions.
- Performs construction surveys and GPS work; schedules and arranges for soils and materials testing and other special services or materials; conducts a variety of tests on new facilities.
- Coordinates construction and inspection services in cooperation with contractors, other agencies and other concerned parties; meets and confers with representatives of utility companies, contractors, public agencies and the general public; answers citizen complaints and requests for information.
- Interprets plans, specifications, codes, ordinances and policies to contractors and District staff; explains the limits and parameters of the work as required; reads and interprets maps, engineering drawings, plat maps, sketches and service manuals to determine location, size, and construction material and characteristics of facilities.
- Performs research for various District and Bureau of reclamation right of way projects, including gathering and compiling information for reports and responding to questions from property owners, right of way agents and others.

- Assists in coordinating with District engineers, staff and consultants on right of way issues related to design and alignment of proposed and existing facilities; creates or reviews the accuracy of right of way drawings and legal descriptions.
- Processes District and BOR License Agreements including the collection of fees, and review of applications for District approval. Coordinates communication with the BOR as necessary.
- Upholds and exhibits the District's core values (collaboration, ownership, mutual respect, professionalism, appreciation, safety and sustainability).

OTHER JOB FUNCTIONS (Not necessarily a comprehensive list.)

- May assist in the marking and/or locating of District pipelines, valves, etc.
- Performs other duties as assigned.
- Drafting letters and reports.
- Participates in the District safety program.

NOTE: These duties are subject to change depending on District needs and the individual in this position may be required to perform other jobs. Any of the herein stated requirements and conditions are subject to approval and/or waiver by the General Manager. The regular work schedule is subject to change depending on the District needs for this position.

MINIMUM QUALIFICATIONS (Education and experience requirements for this job may be satisfied by any acceptable equivalent combination of education and experience)

Education: Graduation from high school or equivalent required. Associate degree in construction management would be beneficial.

Experience: At least one year of prior job-related experience preferred.

Knowledge: Knowledge of materials, methods, and the tools involved in the construction or repair of projects. Knowledge of arithmetic and geometry and their applications.

Skills: Use of math skills to solve problems. Ability to manage time of self. Ability to reason and problem solve. Ability to work with others in a positive and professional manner.

Abilities: Must have the ability to deal firmly with construction contractors, to read and interpret construction drawings, to work independently as well as follow directions, to operate survey equipment and to communicate effectively both verbally and it writing. Must have the ability to combine pieces of information to form general rules or conclusions.

Must be able to use word processing software, spreadsheets, and surveying equipment.

Other Qualifications: Must have and maintain a valid driver's license and an acceptable driving record per District policy.

WORKING CONDITIONS

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in excavations and roadways and is occasionally exposed to wet and/or humid conditions.

Frequent exposure: Outdoor hot and cold weather conditions. Dirty and dry outdoor conditions.

Occasional exposure: Toxic or caustic chemicals. Fumes, gases, odors, and dust.. Use of hand tools or other equipment. Wet, slippery surfaces.

Noise level: Moderate when working in office conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or District facilities. Hand-eye coordination and fine manipulation is necessary to operate testing instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; bend over, crouch, kneel, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance.

The employee must lift weight or exert force as follows:

Regularly: 1 to 10 pounds
Frequently: 11 to 50 pounds
Occasionally: Over 50 pounds

HIRING POLICIES

The District provides equal opportunity to all employees and applicants for employment without regard to race, color, national origin, religion, sex, age, disability, sexual orientation or any other category protected by applicable law. Weber Basin Water Conservancy District 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 and pass a background, motor vehicle records check, and taking a physical exam. Hiring is also conditioned upon and submission to and successfully passing of a urine test to screen for the presence of drugs and alcohol.