

# INTERNAL JOB ANNOUNCEMENT

June 14, 2024

**Position:** Utility Construction Inspector

**Salary Grade:** 9

**Department:** Water and Sewer Engineering

**Closing Date:** June 20, 2024 @ 5:00 p.m.

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## Utility Construction Inspector

### General Definition of Work

Performs difficult skilled technical work inspecting water and sanitary sewer lines for compliance with codes and standards, reviewing construction plans, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Utility Construction Inspector Supervisor.

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing and walking, frequent speaking or hearing and occasionally requires sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, depth perception, color perception and peripheral vision; vocal communication is required for conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is regularly exposed to outdoor weather conditions, frequent working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. heavy traffic, large earth-moving equipment).

### Essential Functions

- Inspects contractors mainline construction; checks materials and construction for compliance with COM rules, regulations, and policies; takes measurements for as-builts; makes field changes and problem solving as needed; ensures water and sanitary sewer lines are built according to plans; performs sewer and water testing.
- Maintains daily footage and depths for billing rates; tracks materials used and project costs; keeps running account of percentage of job completed and previous billing; recommends change orders where they are needed for design problems in field; ensures job is complete prior to releasing retainage on projects.
- Inspects sewer and water pump station; checks materials, construction, and primary contact for contractor; oversees live tie-ins by the contractors to water and sewer lines; acts as primary contact between customers and contractor during project.
- Checks inside manholes, bore sighting sewer lines, visually checking for positive drainage in lines, manhole covers flush with finish grade and any damage during grading.
- Corrects and accepts as-builts submitted by the project engineer according to field notes for water and sewer. Performs fire hydrant flushes; inspects for mechanical failures annually.
- Checks residential and commercial services for compliance with codes; issues certificate of occupancy for sewer usage; follows up with customers on deficiencies found in customers' line by construction department.

- Notifies department when to begin billing on sewer connections. Re-inspects failed lines as needed.
- Inspects tank painting, including sand blasting grades, materials used, checking conditions including temperature and humidity.
- Transfers field measurements to plan daily project progress; makes copies of plans with field notes; checks completed as-builts against notes; answers questions from contractors and plumbers; makes detail drawings of areas too small to show on plans.
- Inspects work of contractors at Wastewater Treatment & Water Filtration Plants. Inspects Grease / Grit Oil Separators two times a year for mechanical failures.
- Oversees all testing of Grease / Grit Oil Separators during installation. Re-inspects Grease / Oil Separators as needed.
- Maintains an electronic record of all inspections.
- Inspects & test all Backflows for proper installation & failures. Re-inspect failed Backflow devices as needed.
- Maintains an electronic record of all inspections.

### Knowledge, Skills and Abilities

Thorough knowledge of department policies and procedures; thorough knowledge of water and sanitary sewer line construction techniques and practices; thorough knowledge of local and state laws governing the installation of water and sanitary sewer lines; thorough knowledge of installation and testing Back flow assemblies; thorough knowledge of installation and testing Grease I Grit Oil separators; thorough knowledge of the International Building Codes; thorough knowledge in reading water and sanitary sewer design drawings; thorough knowledge in preparing reports; general knowledge of standard office equipment and associated software; thorough knowledge of necessary safety practices and techniques; thorough knowledge of the construction trades in order to provide proper instructions; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to resolve conflicts; ability to establish and maintain effective working relationships with citizens, associates, land developers, contractors, utility companies and City officials.

### Education and Experience

High school diploma or GED and moderate experience in construction, or equivalent combination of education and experience.

### Special Requirements

- Obtain Grade II Distribution System Operator, Grade II Collection System Operator licenses and Backflow certification within three years of hire.
- Possession of an appropriate driver's license valid in the State of Tennessee.

**To be considered for the position**, an Internal Application for Promotion or Transfer must be completed and received in Human Resources by the closing date. Applications for employees who have been in his / her position for less than 1 year must have Managing Director signature.