

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES CONSTRUCTION INSPECTOR

Department: Utilities
Pay Grade: 204 / 206 / 208 / 211
FLSA Status: Non-Exempt
Job Class: 7089
Risk Code: 7580

JOB SUMMARY

Responsible for performing inspections of Marion County Utility construction projects and private development projects and ensuring all construction meets County standards and contract specifications.

ESSENTIAL JOB FUNCTIONS

- Reviews plans prepared by consultants for conformance with county utility standards.
- Performs regular inspection and observation of all projects in process to ensure compliance with contract specifications and County standards.
- Monitors production/construction schedules and budgets to ensure adherence to established project timelines and budgetary parameters.
- Observes and coordinates field tests such as pressure testing, bacteriologic testing, concrete testing, and compaction testing to ensure materials/methods meet specifications.
- Maintains daily records of inspection and monitoring activities.
- Prepares regular reports regarding progress/status of construction contracts under charge.
- Receives, evaluates, and recommends approval for contractor pay requests and all change orders.
- Assists in shop drawing reviews. Assists in planning and scheduling construction projects.
- Participates in pre-construction meetings to review plans, specifications, and permits.
- Coordinates activities with other existing utility companies as required, e.g., telephone, electrical, cable, and gas.
- Receives, investigates, and provides resolution to customer complaints.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

- Implements the organization’s guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities. However, this position will be responsible for enforcing contract specifications for non-County workers engaged in construction of utility infrastructure.

QUALIFICATIONS

Requirements	Inspector I	Inspector II	Inspector III	Senior Inspector
Education	HS Diploma / GED	HS Diploma / GED	HS Diploma / GED	Associate’s in Arts Degree – preferable with technical influence to include Construction or Project Management or related engineering field
FL Driver License	Required	Required	Required	Required
Licensing	N/A	Water Distribution System Operator Level 3 License	Wastewater Collection System C Certificate and Intermediate Maintenance of Traffic (IMOT)	Wastewater Collection System B Certificate and Water Distribution System Operator Level 2 License
Specialized Training	Construction Math (MC/FDOT), Pipe Placement (MC/FDOT) within 12-months of hire	Completion of the following courses with passing scores; Construction Math (MC/FDOT), Pipe Placement (MC/FDOT) Concrete (Private/FDOT) Asphalt 1 (Private/FDOT)	Completion of the following courses with passing scores; Earthwork (MC/FDOT), Asphalt 2 (Private/FDOT)	N/A
JPG Requirements	Completed the Inspector I JPG’s within 12-months	Completed the Inspector II JPG’s	Completed the Inspector III JPG’s	Completed the Senior Inspector JPG’s
Experience	1 year	3 years	5 years	7 years
Pay Grade	204	206	208	211

JPG: Job Proficiency Guidelines

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, percentages, area, circumference, and volume.
- Ability to deal with problems involving several concrete variables in standardized situations.

- Ability to interpret a variety of detailed complex and technical data and instructions furnished in written, oral, diagram, or schedule form.
- Ability to analyze existing field condition and determine how such may impact construction and recommend field changes/alternatives.
- Knowledge of water and wastewater system construction methods, equipment, and materials.
- Ability to work with engineers, contractors, and representatives of other utilities in administering the construction contracts of utility projects.
- Ability to read blueprints, understand and interpret construction drawings and specifications, resolve field conflicts, and use a computer to enter and retrieve data.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will regularly be required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste, or smell; and will frequently be required to talk or hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to excavations, construction equipment and vibration; and will frequently be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.