

Springfield Water and Sewer Commission Job Description

CONSTRUCTION INSPECTOR I

NATURE OF THE WORK IN THIS CLASS:

The Construction Inspector I is a responsible position where the individual actively participates in the day-to-day operations of SWSC Engineering and Technical Services Department with various tasks and assignments associated with water, wastewater and combined sewer construction projects and operation and maintenance projects. The Construction Inspector I will report to the Construction Manager.

The Construction Inspector I position requires skills necessary to assist with various water and sewer utility mark-outs and construction projects with supervision. The position requires flexibility, but primarily constitutes utility mark-outs, construction preparation and inspection duties as well as general office responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- **Must** perform on-call dig safe mark outs during off hours.
- Work positively and effectively with the Engineering and Technical Services Department Engineers, Scientists, Managers and Technicians.
- Work positively and effectively with general contractors.
- Assist with new and replacement water and sewer services and appurtenances: this work may include coordination, design, installation, inspection and public services.
- Assist with leak detection, distribution main flushing, transmission and distribution valve rehabilitation, service and replacement.
- Assist with Dig Safe operations and Emergency Dig Safe operations in response to Customer Field Services requests and authorized DPW requests.
- Assist with generation of specifications, record sketches, location ties, hydrant logs, services cards and other contract documents.
- Assist with general office functions including word processing, document preparation, photo copying, filing, archiving, library organizing, report preparation etc.
- Coordinate with GIS Group to oversee that all data collection and record keeping meets the goals and objectives of the Engineering and Technical Department. Record keeping includes updating at a minimum: distribution books, gate books, hydrant tables, record sketches and service sketches
- Assist with water piping, wastewater piping, CSO facilities and pump station inspections.
- Assist with fire flow testing and water, wastewater, combined system and storm water testing and sampling.
- Assist with utilizing engineering computer applications including Project Management, scheduling, Excel, Word, AutoCAD, Hydraulic modeling, and GIS.
- Perform any other related duties as assigned.

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WORKING CONDITIONS:

This is an exempt position without overtime. The work environment for this position includes an office situation, field and construction sites inspections, water and wastewater treatment, sewer collection systems, pumping stations, working with individuals and project teams, and general public contact. Exposure to extreme weather, dust, noise and pollutants; some climbing, stooping, light lifting, inspecting confined areas, variable work hours, public speaking is expected.

KNOWLEDGE, ABILITIES AND SKILLS: The abilities required include but are not limited to the following:

- Understand and interpret engineering plans and specifications
- Assist with the inspection of water and sewer piping construction or maintenance projects
- Maintain a positive attitude and work ethic with a group office dynamic
- Communicate clearly and concisely, both orally and written
- Be flexible in work assignments, work days and hours
- Work within confined spaces with proper training
- Work effectively with the Department of Public Works and all other City Departments
- Work Safely in traffic and help implement Traffic Control Plans
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, or sitting for extended periods of time and operating assigned office and/or field equipment

MINIMUM EXPERIENCE AND TRAINING:

Minimum of (1-3) one to three years of experience in the municipal water and/or sewer field or other large utility with direct experience inspecting the installation of water and sewer piping or other larger utilities and related appurtenances.

Must possess personal computer skills associated with software and programs for engineering analyses, scheduling, database management, document preparation, and general information management.

EDUCATION, CERTIFICATES, LICENSES, & REGISTRATIONS:

- Must be a high school graduate; a four year degree from an accredited math, science, engineering, or planning program is preferred
- Must possess and maintain a valid Massachusetts Driver's License.
- Must obtain and maintain a Grade I Distribution Operator in Training (OIT) License within (2) two years of employment.
- Must obtain and maintain a Collection Systems Operator Certificate Grade II within (2) two years of employment.