

Water Authority Position Description

CONSTRUCTION INSPECTION SUPERV

Status	Position Code	Level	Date
APPROVED	CISV	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

SUPERVISE, ASSIGN, PLAN AND EVALUATE STAFF ENGAGED IN CONSTRUCTION INSPECTION ACTIVITIES AND OPERATIONS INCLUDING CONTRACT, SPECIFICATION AND ORDINANCE ENFORCEMENT.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN CONSTRUCTION OR BUILDING TRADES, ENGINEERING OR A RELATED FIELD, PLUS FIVE (5) YEARS EXPERIENCE IN ENGINEERING AND/OR BUILDING AND CONSTRUCTION, INSPECTION, CODE COMPLIANCE OR RELATED EXPERIENCE TO INCLUDE ONE (1) YEAR OF SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.
MAY EXERCISE FUNCTION AND TECHNICAL LEAD OVER SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PERFORM INSPECTIONS OF CURBS AND GUTTERS, DRIVE-PADS, SIDEWALKS, DRAIN CULVERTS, SERVICE CUTS, TO INCLUDE WATER AND SEWER LINE INSTALLATION.
2. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF GOALS, OBJECTIVES, POLICIES AND PRIORITIES. RECOMMEND AND IMPLEMENT RESULTING POLICIES AND PROCEDURES.
3. IDENTIFY OPPORTUNITIES FOR IMPROVING SERVICES DELIVERY METHODS AND PROCEDURES. IDENTIFY RESOURCE NEEDS AND REVIEW WITH APPROPRIATE STAFF.
4. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
5. INSURE WARRANTY COMPLIANCE CONSISTENT WITH PERFORMANCE BOND ENFORCEMENT POLICY.
6. COORDINATE CONSTRUCTION INSPECTION ACTIVITIES WITH OTHER DIVISIONS, OUTSIDE AGENCIES AND ORGANIZATIONS.
7. RESPOND TO REQUESTS AND COMPLAINTS FROM CITIZENS REGARDING WATER AND SEWER PROJECTS.

SUPPLEMENTAL FUNCTIONS

1. ATTEND MEETINGS, SEMINARS AND TRAINING PROGRAMS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. COMPLY WITH LOCAL, STATE AND FEDERAL SAFETY PROGRAM REQUIREMENTS.
4. VERIFY TRAFFIC CONTROL PLACEMENT FOR CORRECTNESS AND SAFETY. COORDINATE WITH BARRICADE INSPECTORS AS NEEDED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF BUILDING AND CONSTRUCTION TRADES OR ENGINEERING OPERATIONAL CHARACTERISTICS, SERVICES AND ACTIVITIES OF A CONSTRUCTION INSPECTION PROGRAM PRINCIPLES AND PRACTICES OF SUPERVISION, EVALUATION AND TRAINING OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES CONSTRUCTION PLANS AND SPECIFICATIONS FOR STREETS, WATER AND SEWER PAVEMENT DESIGN MATERIALS AND AGGREGATE PROPERTIES SOIL AND PROPERTIES USED TO SUPPORT PAVEMENT; COMPACTION METHODS AND EQUIPMENT WATER AUTHORITY EXCAVATION ORDINANCES AND REGULATIONS CONCERNING DRIVE-PADS AND CONSTRUCTION WITHIN PUBLIC RIGHT-OF-WAY, CITY OF ALBUQUERQUE AND AMERICAN WATER WORKS ASSOCIATION SPECIFICATIONS ALL LABORATORY TESTS PERFORMED ON PAVING MATERIALS INCLUDING SLUMP TESTS, ASPHALT EXTRACTION TECHNIQUES, AGGREGATE GRADATIONS, BULK DENSITY, ETC PERFORM COMPLEX MATHEMATICAL CALCULATIONS COMPUTERS INCLUDING SPREADSHEETS AND WORD PROCESSING PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

SUPERVISE, DIRECT AND COORDINATE THE WORK OF CONSTRUCTION INSPECTION STAFF
TRAIN, DIRECT, MOTIVATE AND SUPERVISE ASSIGNED PERSONNEL
INTERPRET AND EXPLAIN WATER AUTHORITY CONSTRUCTION POLICIES AND PROCEDURES
READ AND INTERPRET CONSTRUCTION PLANS AND SPECIFICATIONS
CONDUCT FREQUENT INSPECTIONS OF ASSIGNED CONSTRUCTION PROJECTS
ENSURE COMPLIANCE WITH APPLICABLE CONSTRUCTION RULES AND REGULATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK INCLUDING WATER AUTHORITY AND OTHER
GOVERNMENT OFFICIALS, COMMUNITY GROUPS AND THE PUBLIC WRITE PROPOSALS,
SPECIFICATIONS, REPORTS, DOCUMENTATION AND CORRESPONDENCE DEAL WITH
CUSTOMERS OR RESPONSIBLE PARTIES RESPOND EFFECTIVELY TO REQUESTS AND
INQUIRES FROM THE PUBLIC

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO
COMPUTER SCREENS, HEAT, COLD, MOVING OBJECT/VEHICLES, INCLEMENT WEATHER
CONDITIONS; WORK AROUND HEAVY CONSTRUCTION EQUIPMENT.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR
PROLONGED PERIODS; OPERATING MOTORIZED EQUIPMENT AND VEHICLES.
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.