

DPW - WATER & SEWER INSPECTOR

(PWWSINSP)

Department: 815 – Water & Sewer

EEO Class: Technical

Date Revised: 9-30-2011

FLSA Status: Non-Exempt

Date Approved:

POSITION OVERVIEW

The Public Works Inspector is responsible for monitoring, inspecting and the overall performance evaluation of the of the labor contractor for the Water & Sewer Division operations for the City of Gulfport. This individual also ensures that all procedures and materials comply with contract requirements and the City's Construction Standards.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. Minimum 10 years experience in the area of public works water and sewer systems maintenance and operations including supervisory and administrative experience.

LICENSE OR CERTIFICATE

Must possess a valid State of Mississippi driver's license.

ESSENTIAL JOB FUNCTIONS

Essential duties and functions, pursuant to the American with Disabilities Act, May include the following. Other duties may be assigned.

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- Inspect the construction of water and sewer pipelines; pump stations, storage facilities, access roads, structures, and appurtenances to assure that all phases of work are in compliance with plans, specifications, and City's Construction Standards.
- Inspect materials and equipment delivered to job sites for conformance with plans & specification, and established construction standards and codes.
- Inspect for proper installation of materials and equipment and check line and grade.
- Reviews plans for compliance with specifications and proper size pipes and location of valves and manholes.
- Involved in project Final Inspections and Bond and Warranty Inspections, prior to city acceptance, to ensure all required work and tasks have been completed IAW all City, state and Federal Standards.
- Performs specialized inspections on transmission mains, tanks, etc., as required.
- Responsible for notifying Project Engineers and/or Contractors in the event that work methods or materials are not in accordance with plans & specifications. Serves as a liaison between Contractors and Engineers.

- Responsible for keeping accurate/detailed records on work progress and submits required reports as directed.
- Attends pre-con meetings, bid openings, and plan checks (red lines).
- Assist with start-up of facilities.
- Functions as a Damage Assessment Representative for the Department in times of a Natural or Manmade Disaster, i.e. Hurricanes or Tropical Storms, Tornados.
- Responds to residential phone calls/complaints on Water and Sewer Issues, and when necessary performs an on-site visit with residents.
- Attends City Council and civic town or community meetings as required.
- Responds to after hour and weekend calls regarding any project problems or Departmental emergencies.
- In the absence of fellow Water & Sewer Inspector will assist in his duties and responsibilities by:
 - Monitoring and verifies critical tasks associated with the specific inspector position.
 - Maintains critical records associated with the job requirements of this position.
- Inspect the construction of pump stations and appurtenances to assure that all phases of work are in compliance with plans, specifications, and accepted methods of construction.
- Inspection and enforcement of the City's Fats, Oils, and Grease (FOG) program.
- Inspection and enforcement of the City's Infiltration & Inflow (I&I) Program.
- Responsible for ensuring proper operation and management over the DPW's Supervisory Control and Data Acquisition (SCADA) operations and provides reports as required.
- Other duties as may be assigned by the Director of Assistant Director.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- A thorough knowledge of construction and its maintenance methods, materials and equipment as employed in municipal public works operations is required.
- Thorough knowledge of Department/division policies and procedures.
- Must be able to demonstrate adequate typing and computer skills. Must be able to work with Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Must know the regulations as set forth by the American Water Works Association, Water Pollution Control Federation, and the American Society of Engineers.
- Must exhibit a good personality, teamwork and leadership skills to effectively and diplomatically deal with the public and the labor contract personnel, some of whom may be irate and unreasonable.
- Experienced with instruments and equipment used in water and sewer systems inspections.
- Must be able to read and interpret specifications, plans, blueprints, and shop drawings.

- Must have above average math skills to include basic engineering calculations, algebra, geometry, and trigonometry.
- Interpret and apply the provisions of DPW Labor Contract.
- Must be able to effectively communicate verbally and in writing.
- Maintain effective working relationships with outside vendors, division staff, and representatives of other departments.

Physical Demands and Working Conditions

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.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to: sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors, in rain and the heat of summer.