



## CLASS SPECIFICATION

Class Code: 3045  
Date Est: 02/1984  
Last Rev: 05/2016  
Last Title Chg: 05/2016  
FLSA: Non-exempt  
Probation: 12 months

### UTILITY AND CIVIL PROJECT INSPECTOR

#### **DEFINITION**

Under general supervision, performs ongoing inspection of construction on a variety of Washoe County sewer and reclaim water utility projects and new subdivision development and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time inspection experience in utility and civil related construction; OR four years of experience performing construction work which involved the installation of water or sewer pipelines and civil appurtenances; OR an equivalent combination of related training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is an experienced level Utility and Civil Project Inspector classification. Incumbents are responsible for the inspection of the County's utility related construction projects and have authority to reject materials and work performed in the event that they do not conform to plans and specifications. This class is distinguished from the Engineering Inspector and Building Inspector classes by specializing in the inspection of the County's utility and new subdivision development related construction.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Inspect the construction of reclaim water and sewer pipelines; pump stations, storage facilities, roads, new development, including subdivisions and parcel map development to assure that all phases of work are in compliance with plans, specifications and accepted methods of construction.

Inspect materials and oversee equipment delivered to job sites for conformance with established standards and codes and project specifications.

Inspect installation of materials and equipment and check line and grade.

Order and oversee field testing for construction projects.

Perform calculations and review laboratory test submittals.

Notify project engineers and/or contractors in the event that work methods or materials are not in accordance with specifications, serving as a liaison between contractors and engineers.

Keep records on work progress and submit required reports.

Attend pre-job conferences, and assist with plan checks.

Review conformed project drawings prior to final acceptance.

Perform public relations activities.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Department/division policies and procedures.

Computer software specific to the department.

Regulations set forth by the American Water Works Association, Water Pollution Control Federation, and the American Society of Engineers, orange book, BMP manuals, etc.

### **Ability to:**

Perform the full scope of reclaim utility system and civil inspection assignments with minimal guidance and supervision.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Modern methods, materials, and techniques utilized in underground and civil construction.

The purpose and application of building and plumbing codes.

Instruments and equipment used in reclaim water and sewer systems inspections.

### **Ability to:**

Read and interpret specifications, plans, blueprints, and shop drawings.

Basic engineering calculations that include algebra, geometry and trigonometry.

Interpret and apply the provisions of contracts.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with outside vendors, division staff, and representatives of other departments.

## **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, crawl and kneel. Ability to walk on uneven and slippery surfaces. Ability to work under conditions involving exposure to heat, cold, the elements, noise, dust, grease, and chemicals. Ability to lift and carry up to 75 pounds.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*