



CLASS SPECIFICATION

Class Code: 17159
Date Est: 04/2011
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

WATER, SEWER AND CIVIL PROJECT INSPECTOR SUPERVISOR

DEFINITION

Under general supervision, plans and coordinates all phases of construction and inspection performed in-house and by private contractors on Washoe County water, sewer and reclaim water utility projects; supervises water and sewer inspection staff; performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time inspection experience in underground construction involving water, sewer and reclaim water pipelines; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision over inspection staff.

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

Review plans and specifications for constructability.

Inspect the construction of water and wastewater facilities.

Assign inspection duties which include, but are not limited to water tanks, treatment plants, booster stations, reservoirs, infrastructure and distribution lines, sewer treatment plants, lift stations infrastructure and collection lines, subdivisions, commercial areas, etc.

Supervise assigned staff including assisting in staff selection; providing staff training in proper work methods, techniques and safety requirements; assigning and reviewing work; conducting performance evaluations; and implementing discipline and conflict resolution procedures as necessary.

Provide direction to inspection staff with the more difficult and complex problems.

Administer contracts; track work progress; project costs.

Review, approve and process requests for progress payments from contractors and complete progress reports on various phases of each project.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Departmental/division policies and procedures.

Standards, regulations and best practices as set forth by the American Water Works Association, Water Pollution Control Federation, and American Society of Civil Engineers.

Countywide personnel policies such as substance abuse and other intervention programs, sexual harassment, progressive discipline, equal employment opportunity, affirmative action and reasonable accommodation for disabled works.

Computer software specific to the department/division.

Ability to:

Plan, coordinate, and direct all construction and inspection functions for private contractor and in-house water, sewer and reclaim water utility projects.

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

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

Knowledge of:

Modern construction equipment, methods, and techniques related to the field of underground construction.

Principles and practices of supervision.

Occupational hazards and standard safety practices necessary in area of responsibility.

Ability to:

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

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

Interpret and apply contract provisions.

Perform basic engineering calculations including algebra, geometry and trigonometry.

Communicate effectively both orally and in writing.

Maintain effective working relationships with builders, contractors, division staff, representatives of other departments and the general public.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop and kneel. Willingness to crawl under buildings. Ability to work on slippery or uneven surfaces and on scaffolding and ladders. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX. Ability to work under conditions involving exposure to noise, dust, grease and chemicals. Ability to work around machinery with moving parts. Work is performed both in the office and outside in various types of weather.

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