

Construction/Engineering Inspector

Job Description



Hiring Range: \$27.06 to \$31.83

Salary Range: \$27.06 to \$36.61

FLSA Status: Non-exempt

DEFINITION OF WORK

Performs technical inspections, with an emphasis on land development, public works, capital construction, and utility projects, including inspection of stormwater infrastructure, public improvements, permanent water quality facilities, and associated grading, erosion and sediment control best management practices.

SUPERVISION RECEIVED

Works under the supervision of the Maintenance and Inspections Division Director.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The duties or essential functions of this job may be modified at any time.

- Inspects and oversees all aspects of the construction and installation of public infrastructure, including storm sewer pipe, inlets, manholes, and outfalls, and MS4 Permit infrastructure, including permanent water quality facilities.
- Inspects and oversees many aspects of SEMSWA Capital Improvement and Maintenance projects, including storm sewer replacement, channel and bank stabilization, and regional detention pond restoration and/or construction.
- Inspects construction sites for adherence to Grading, Erosion, and Sedimentation Control (GESC) criteria related to residential/commercial development, capital improvements projects, and repair and restoration of public facilities.
- Maintains detailed inspection records, both written and electronically, and ensures that daily field reports are complete and accurate, with documented records on quantity take-offs for review of pay applications, as appropriate.

- Observes and ensures that infrastructure are installed in accordance with the standard details, specifications, approved plans, and common construction practices, and interprets specifications to ensure conformance to standards. Ensures that stormwater Best Management Practices (BMPs) to meet MS4 Permit requirements are properly installed and maintained per approved drawings.
- Checks line, grade, size, elevation and locations of structures, and records field changes for “as-built” drawings on field plan sets; ensures that the contractor or engineer are recording the changes.
- Performs probationary and final acceptance inspections of public improvements associated with stormwater infrastructure and calculates collateral reductions and releases. Completes all paperwork and reports necessary for project acceptance.
- Responds to public inquiries and complaints concerning non-functioning storm drainage, uncontrolled construction site run-off, and potential Illicit Discharges, and provides field solutions, education, and/or enforcement as required.
- Attends project construction and coordination meetings and provides expertise to engineers, contractors, developers, and utility contractors related to SEMSWA requirements.
- Coordinates construction activities with outside agencies.
- Drives a motor vehicle to multiple job sites daily to perform inspections of maintenance, construction, infrastructure, and other projects.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Specific knowledge of Colorado Department of Public Health and Environment requirements governing construction sites, and general knowledge of standards and MS4 Permit regulatory programs, including compliance inspection and enforcement escalation mechanisms.
- General knowledge of principles and practices of civil engineering, with an emphasis in stormwater quality, environmental permitting, construction run-off control, and permanent water quality treatment BMPs.
- General knowledge of methods, materials, and techniques used in the design, construction and maintenance of stormwater infrastructure and water quality BMPs associated with land development and other construction projects, including CDOT, MPEG, UDFCD standards and protocols.
- Specific knowledge of modern developments, current literature and sources of information regarding design, implementation, and maintenance of stormwater quality BMPs and GESC components.
- Knowledge of, or ability to learn, Arapahoe County, City of Centennial, and water and/or special district maps, and County/Centennial roadway network.
- Ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with staff, contractors, other professionals,

and the general public; ability to communicate enforcement actions to meet permit requirements.

- Ability to use and operate computers and related software, specifically competent at word processing and records management software.
- Ability to make basic engineering computations to verify engineering plans, studies, profiles, and maps.
- Ability to interpret engineering plans, profiles, and reports, specifically understanding of topographical and/or water level contours as they apply to drainage at a site.
- Ability to acquire and apply knowledge of the specific area of engineering work to which assigned.
- Ability to use drafting, surveying instruments, and engineering apparatus, including computerized systems.
- Ability to understand and research legal documents.
- Valid driver's license and satisfactory driving record required.

EDUCATION AND EXPERIENCE – a combination of education and experience will be considered that is equivalent to those requirements listed.

- Associate's Degree from an accredited college or university, with course work in civil engineering, water resource, environmental science, or a closely related field required.
- A minimum of five (5) years of experience in the public works arena and the inspection of stormwater facilities, construction management or a related field.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be required to complete a pre-employment physical.

PHYSICAL DEMANDS

Spends approximately 40% of the time sitting and 60% of the time either standing or walking.

Occasionally lifts, carries, pulls or pushes more than 25 lbs.

Frequently climbs, balances, stoops, kneels, crouches, crawls, and reaches while operating in the field. Field activities are frequently performed on un-level and slippery surfaces.

Constantly exercises full scope of visual capacity, as well as hands and fingers, in order to operate office equipment.

Constantly uses verbal and auditory capacity enabling face-to-face interpersonal communication and through automated devices, such as computers, telephones, etc.

Frequently requires the ability to safely operate a motor vehicle.

WORK ENVIRONMENT

Work can be performed in the office, as well as the field; this requires frequent exposure to weather elements or hazards associated with site development.

Definitions:

Occasionally – Activity exists less than 1/3 of the time.

Frequently – Activity exists between 1/3 and 2/3 of the time

Constantly – Activity exists more than 2/3 of the time

Application Deadline: February 5, 2018

Anticipated Start Date: March 2018

Applications will be accepted through our website:

<http://www.semswa.org/employment-opportunities.aspx>

Please direct correspondence to R. Jones/HR Manager:

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Fax – 303-267-9551