

City of Dunedin, Florida
Class Description

JOB TITLE: Public Works & Utilities Inspector
Public Works & Utilities Department
Engineering Division

GENERAL STATEMENT OF JOB

Under direction, inspects City engineering and construction projects for compliance with existing codes, plans, specifications and standard construction practices during and after construction. Protects the City's interests related to infrastructure projects; provides information, clarification, and assistance to contractors, consultants, developers and the public regarding City construction projects and activities. Performs related work as directed. Reports to the Resident Engineer of the Public Works & Utilities Department, Engineering Division.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Schedules and conducts inspections of Public Works & Utilities Department engineering/construction projects; other City Department projects; and miscellaneous City/private development projects for compliance with existing codes, plans, specifications, and standard construction practice, including work completed by City personnel, outside contractors, and public utility companies.

Inspects the proper installation and operation of Public Works infrastructure, such as, but not limited to, retention/detention areas, sanitary sewer, storm sewer, potable water, reclaimed water, paving, roadway, drainage, and other related improvement projects.

Assists engineers with design review with respect to constructability, sequencing, maintenance of traffic, etc., as required.

Enters electronic daily reports at the close of business each day, and complies with Engineering Division project filing protocols for same.

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Issues code violation notices as appropriate.

Reviews construction, engineering, and shop drawings, traffic control plans, permits, and other documentation for compliance with codes, specifications and standards.

Reviews and recommends construction/contractor pay estimates for processing and approval.

Compiles data for and prepares a variety of required reports, records, and correspondence.

Interprets City codes and provides technical information and clarifications to various City personnel, other agency personnel, contractors, developers, and the general public.

Receives and responds to public inquiries, concerns and complaints regarding City construction activities.

ADDITIONAL JOB FUNCTIONS

Assists survey crew as required.

Assists in locating utilities.

Assists Public Works & Utilities Department operational division personnel with various concerns, research and projects, as required.

Performs other Public Works & Utilities Department inspections, as assigned.

Reviews building permits for code compliance; works with Building Department staff on code violations.

Assists other City staff with various construction concerns and projects.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, faxing information, entering computer data, etc.

Performs related duties as assigned and required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED, vocational/technical diploma in water/wastewater operations, construction trades, or other relevant field, supplemented by a minimum of three years of verifiable work experience in public works infrastructure and/or site development inspections or operations.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a Florida Driver License and endorsements, if any.

Stormwater Operator Certifications, Maintenance of Traffic Certification, or the ability to obtain such within six (6) months of employment.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Public Works & Utilities Inspector. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Has knowledge of the principles, theories, practices and methodologies of construction, engineering, surveying and other fields applicable to the requirements of the position. Has the ability to speak, write, and understand the English language. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, surveying instruments, drafting instruments, measuring and testing devices. Has knowledge of and skill in the use of modern office equipment, including computers. Has knowledge of the use and care of required equipment and tools.

Verbal Aptitude: Requires the ability to use a wide variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations using basic algebraic and geometric operations; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to conduct comprehensive inspections, to determine problem areas and recommend corrective measures.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

Physical Ability: Field work requires the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally need to pull, drag, or lift items up to 50 pounds in weight. Field work is likely to require ambulatory access onto undeveloped properties and active construction sites. Office tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions; field work may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, machinery and traffic hazards, smoke/dust/pollen, and noise extremes. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.


Public Works & Utilities Director / City Engineer

02/03/2020
Date