



## JORDANELLE SPECIAL SERVICE DISTRICT

### JOB DESCRIPTION

Job Title: <b>Utility Construction Inspector/Operator</b>	FSLA Status: <b>Non-exempt</b>
Reports to: <b>Distribution/Collection Manager</b>	Status: <b>Full-time</b>
Department: <b>Water Distribution/Sewer Collection</b>	Salary Range: <b>Level 55</b>
Effective Date: <b>February 19, 2025</b>	Benefits Eligible: <b>Yes</b>

#### Purpose of Position

The main function of this position is to ensure that new construction of all water and sewer facilities are built in compliance with Jordanelle Special Service District design standards and construction specifications. Provide clean, safe drinking water to district customers and ensure the wastewater collection system, irrigation and snow making systems are operating properly at all times

#### Essential Duties and Responsibilities

- Inspects and observes construction materials and methods to ensure compliance with approved plans, specifications and construction details at the construction site.
- Supervises and manages utility construction projects.
- Ensures contractor's work conforms to the project specifications
- Inspects contractor's work on a daily basis
- Keeps a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders
- Coordinates with an independent testing lab to test materials that require testing for project specifications
- Verifies quantities for payment on contractor's monthly pay request
- Coordinates construction activities with residents, utility companies and other agencies including UDOT, Heber City and Wasatch County
- Provides for public safety during the project
- Performs pressure and chlorine residual testing on new lines
- Interprets specifications, blueprints and construction drawings
- Prepares daily logs on the project; listing job progress, delays and plan problems
- Review and understand Districts construction standards and apply in plan review and inspections
- Reviews plans for new construction
- Determines deficiencies in construction and recommends solutions to bring the project into compliance
- Discusses appropriate construction methods with contractors, contractor's employees and district staff
- Locates laterals, transmission, distribution and collection lines for blue staking

- Works with District engineers on plan review, as-builts and mapping
- Coordinates project final acceptance procedures, walk-throughs/punch lists, etc.
- Participates in operation and maintenance of District water distribution, sewer collection systems, irrigation and snow making systems
- Must be generally available and respond to emergency call-outs on construction projects and maintenance and operations at any time of day or night

### **Marginal Duties and Responsibilities**

- Attends meetings with contractors, engineers and staff as needed
- Participates in on-call rotation
- Performs other duties as assigned.

### **Minimum Qualifications & Education and Experience:**

- High school diploma or GED
- Must possess a valid Utah driver license – Clean MVR
- Five (5) years' job-related experience
- Three (3) years' experience in water/sewer construction
- Water Distribution Grade III Certification
- Wastewater Collections Grade II Certification

### **Necessary Knowledge, Skills and Abilities**

- Demonstrated experience in public works construction management, inspection, methods and materials, contract administration and pay estimates
- Working knowledge of methods and interpretation of soil analysis, materials, compaction and density tests, surveying and surveying methods, drafting and engineering
- Ability to read and interpret blueprints, plans and specifications
- Excellent oral and written communication skills with the ability to establish and maintain effective working relationships with employees, contractors, other agencies and the public
- Ability to follow written and oral instructions
- Ability to perform blue stakes locate requests
- Ability to use online work order program
- Ability to respond to on-call emergencies as needed
- Working knowledge of GPS equipment and ArcGIS software

### **Tools & Equipment Used**

- Personal computer, including word processing, spreadsheets, and database software
- Online timekeeping and workorder program
- Engineering calculator, tablet, smart phone, surveying equipment, motor vehicle, mobile or portable radio.
- Line locators and other blue staking tools
- GPS, data collection equipment

### **Physical Demands**

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.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land developments, construction sites, or water and sewer utility facilities. Hand-eye coordination is necessary to operate testing instruments, heavy equipment, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use both hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in excavations and roadways and is occasionally exposed to wet and/or humid conditions, heat/sun, mud, snow and ice, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate to loud.

### **Competency:**

To perform the job successfully, the individual is expected to demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly in positive or negative situations; listens without interrupting and asks questions to get clarification.
- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures at all times; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Team Work:** balances individual and team responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- **Dependability:** follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality:** demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Initiative:** volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

- **Motivation:** sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- **Planning/Organizing:** prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Interpersonal:** focuses on solving conflicts without blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and trying new things.
- **Problem Solving:** gathers and analyzes information in order to identify and resolve problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment:** displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**AAP/EEO Statement:**

Jordanelle Special Service District (JSSD) is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the above job description. By signing employee indicates that he/she understands that the job description is subject to change with or without notice depending on the business needs of JSSD. Employee also understands that his/her employment with JSSD is “at-will.” This means that both employee and JSSD may terminate employment at any time, with or without notice, for any reason.

Employee \_\_\_\_\_ Date \_\_\_\_\_