

East Wenatchee Water District

Temporary Utility Inspector (3-month term with possible extension)

Hourly Rate: \$25.00 DOE

Temporary Position: Minimum 40hrs/ Week.

Please submit application materials to:

East Wenatchee Water District.

692 Eastmont Ave.

East Wenatchee WA. 98802

STATUS: TEMPORARY Exempt / Non PERS

Open Date: Now

Close Date: September 13, 2019

DESCRIPTION:

This position reports to the Assistant Manager and works directly with the District's Utility Field Inspector. This position will assist the District's Utility Inspector with construction projects to verify that the quality of the work performed for the District meets acceptable requirements. This position must know how to read and interpret plans, specifications, and other documents to understand the requirements of the work; observe ongoing construction progress and identify existing or potential construction operations that are not according to the District's plans and specifications; have the verbal communication skills to notify the contractor in a courteous manner that unsatisfactory conditions exist, or that the specifications are not being met; have the written communication skills to properly document and record the daily work progression and any factors affecting the progress or quality of the work; perform accurate mathematical calculations; be knowledgeable of the physical characteristics of the materials involved in construction projects; and understand the principles of materials testing, including the interpretation of test results.

ESSENTIAL JOB DUTIES:

Perform manual labor tasks that are unskilled or semi-skilled in nature; operate related motorized equipment or hand tools required to complete a task.

- Performs construction inspection.
- Responsible for developing safe work habits and contributing to the safety of self, co-workers, and the general public.
- Performs quality assurance on construction projects related to the domestic water system.
- Ensures compliance with applicable standards, federal, state and local regulations.
- Ensures compliance with District standards and details.

- Ensures contractor's work conforms to project specifications by consistently inspecting the contractor's work.
- Must be able to communicate effectively and courteously with customers and others in crisis and/or stressful situations.
- Coordinates construction activities with local residents.
- Responds to and resolves public inquiries and complaints related to public works construction projects and development.
- Keeps a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders.
- Record daily work activities on work order forms; complete trip tickets and material usage forms.
- Responds to questions from contractors on bid specifications; coordinates work with contractors and other agencies.
- Coordinates and assists the District Inspector and staff on projects as needed.
- Inspects and performs oversight on contractors working within District boundaries to ensure public safety and ensure protection of District facilities.
- Inspects trench backfill, sub-grade and aggregate base course for grade, compaction, moisture, and preparation for paving.
- Inspects all aspects of construction and development.
- Demonstrates effective and efficient use of time.

Other Job Functions:

Perform other related duties as assigned.

Working Conditions:

Duties are primarily performed in the field where there is exposure to varying weather conditions, automobile traffic, and hazards from operating various hand and power tools and equipment, loud noises, and noxious fumes. Work requires travel to various work sites throughout the District. May be required to lift tools, equipment, or materials weighing over 70 lbs.

Experience and Training:

General experience within a construction-based environment with experience and training that demonstrates the knowledge, skills, and abilities described below.

Knowledge, Skills, Abilities:

- Ability to work effectively and efficiently with District personnel
- Ability to observe and operate hand and power tools in a safe and responsible manner
- Experience with excavation and installation of basic utilities
- Ability to interact with the public in an effective and customer friendly manner
- Ability to understand, read, and speak English
- Adherence to District Policies and Procedures
- Ability to work well with others, stay on task, and take direction from Supervisor
- Must work well independently, be highly detail oriented, and highly productive
- Ability to drive a District vehicle

- Ability to work outdoors in adverse weather conditions

Experience / Certification / Education:

- Candidate must be at least 18 years of age
- High School Diploma or General Equivalency Diploma (GED)
- Valid Washington State Driver's License and a good driving record

Term

This job is temporary in nature based upon the current workload of the District and will expire, at the District's sole discretion, when the workload reduces. The District currently expects the workload to reduce in approximately three months, but the temporary work may be longer or shorter depending on the District's needs.

The duties listed above are intended to illustrate the types of work that may be performed by a Utility Field Inspector. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical extension of or assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the District and requirements of the position change. Regular and consistent attendance is a condition of continued employment.