

Job Title: Field Inspector

Organization: Avon Lake Regional Water

Immediate Supervisor: Engineering Services Manager

Positions Supervised: N/A

FLSA Status: Non-Exempt

Bargaining Unit: N/A

Civil Service Status: Unclassified

**GENERAL RESPONSIBILITIES:**

Under direct supervision of the Engineering Services Manager, shall perform field technical work, construction inspecting/reporting and quality assurance on every phase of the construction process for Avon Lake Regional Water, including project surveillance, quantity measurements, and contract enforcement as required as related to potable water mains, sanitary sewers and pavement restoration.

Ensure compliance with City of Avon Lake and/or Avon Lake Regional Water standards, design specifications, plan compliance, and that all contract documents represented by working drawings and specifications are properly executed by the contractors.

Also responsible for establishing and maintaining a professional working relationship with residents, city departments, general contractors, subcontractors, school board personnel, and the general public.

Applies elementary engineering and surveying principles and techniques in performing these duties. Performs the job duties with strict attention to procedures, details, safety and with the knowledge gained through training and experience in a neat, efficient manner. Courteous to all residents, customers and general public.

**GENERAL QUALIFICATIONS:**

1. Working knowledge of engineering practices, good knowledge of general mathematics and the ability to follow detailed oral and/or written directions.
2. Must have a general knowledge of NPDES Stormwater Erosion and Sediment control practices. Certifications such as CESSWI, CPESC, or similar are preferred.
3. Possession of a valid driver's license issued by the State of Ohio.

## **SPECIFIC DUTIES**

Under the direction of Engineering Services Manager, shall perform a variety of technical and routine tasks including but not limited to:

1. Review and proofread plans, specifications, shop drawings, submittals, procedures, reports and memos, status reports, field sketches/drawings, addendums, field orders and all correspondence between the engineer and the contractor.
2. Establish and maintain all engineer's reports which include submittals, correspondence, supplemental instructions, and sketches.
3. Establish and maintain all contractor's reports which include submittals, correspondence, supplemental instructions, sketches, Requests for Information (RFI), Requests for Changes (RFC), and all correspondence between the architect, engineer, testing agency, and the contractor.
4. Check and verify all materials stored on and off site for payment as well as materials used in site construction against submittals and check and verify the installation of materials and equipment.
5. Inspects the contractor's work on a daily basis and keep a detailed daily record of instructions, photographs, observations, measurements and directions regarding plan and specifications.

The position requires the employee to:

- \* Stand, walk, sit, talk or hear, use hands to finger, handle, or climb or feel objects, tools or controls.
- \* Climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- \* Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- \* Be in an environment where the noise level in the work environment is usually moderate and sometimes may be high.
- \* Use telephone, facsimile machine, copy machine, printers, scanning devices, calculators and general office equipment. Operate a variety of technical tools and equipment, such as calculator, camera, drafting instruments, measuring devices, etc.
- \* Act as a technical resource to support complete assigned technical tasks.
- \* Work independently and as a member of a team in a fast-paced environment.
- \* Learn new tools, software and processes as project needs dictate.
- \* Perform additional functions/tasks/duties as assigned.

Essential functions are noted by an “\*”

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and the requirements of the job change.*

1. Ability to interpret and follow both oral and written instructions, procedures, and supervisory direction.

2. Ability to read field notes, drawings, and maps.
3. Skill in interpreting field notes & descriptions, maps, drawings, charts, plans, survey records and notes, and aerial photos.
4. Knowledge of principles and practices of file and records management.
5. Ability to perform all standard and complex office/field tasks.
6. Knowledge of all office and field quality control procedures.
7. Skills to perform all required work using standard field safety practices.
8. Communicate effectively, both orally and in writing.

*The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Normal physical activity outside and inside.
2. Office and field environments, standing, walking, moving, climbing, carrying, bending, kneeling, crawling, crouching, balancing, reaching,
  1. Handling, pushing, and pulling.
  2. Care and safety in handling instrumentation.
  3. Work independently or in a team environment.
  4. Work accurately and calmly under pressure.
  5. Work necessary days/hours that accommodate homeowner's availability and/or contractors agreed upon work schedule.
  6. Must work overtime as needed.