



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE FIELD TECH I - INSPECTIONS (LEVEL 10)	
DEPARTMENT: DEVELOPMENT ENGINEERING	SUPERVISOR: DEVELOPMENT ENGINEERING MANAGER OR DESIGNEE
FLSA STATUS: NON-EXEMPT	INCUMBENTS(S):
SII CODE: 1507	REVISION DATE: 2017-08-28
UNION STATUS: IUOE	REVIEW DATE:

JOB SUMMARY:

The employee is responsible for observing the construction and installation of water and wastewater facilities for conformance with District approved project plans, District design and construction standards, right-of-way agency requirements, and governmental regulations and/or guidelines. Also, this employee is performing and/or assisting in performing technical work locating and marking underground water & sewer utilities using maps, record drawings, GIS software, and electronic equipment. This position is assigned to the Development Engineering Section (DES) under the direct supervision of the Development Engineering Manager.

Work is generally performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Observes construction activities of contractors who construct and install water and wastewater related facilities for conformance with District approved project plans and specifications, District design and construction standards, right-of-way agency requirements, and governmental regulations and/or guidelines.
- Provides input to other District personnel for the approval of project plans and specifications.
- Measures and develops quantities for contract bid items in preparation of progress payments for District public works contracts.
- Obtains measurements and documents of constructed work for development of "as-built" record drawings.
- Interfaces with other staff, sections, utilities and governmental agencies as needed regarding installation of water and wastewater facilities.
- Prepares and maintains inspection records, field notes/redlines and reports concerning projects, job status and progress.
- Sketches depictions of special work items, including side sewer stubs and building sewers; may also require the formal drafting of side sewer stubs and building sewers on permit forms.
- Examines, evaluates, grades and tests construction materials such as pipes, fittings, manholes,

- hydrants, fill material, etc., as necessary.
- Observes pressure and vacuum tests of water and wastewater facilities, and collects field disinfection test samples.
 - Verifies field position of pipes, valves, meters, pigports and manholes as necessary to confirm approved construction plan location; documents and photographs utility markings and stakes/flags and related damage to utilities.
 - Maintains work and performance records, including site sketches and prepares written reports and logs and maintains inventory and performance records.
 - Monitors and complies with all safety measures and procedures at all times.
 - Attends pre-construction and progress meetings with developers and/or contractors, if required.
 - Approves or disapproves construction work performed by others as meeting District standards.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Performs technical duties locating and marking underground water and sewer lines in public streets, alleys, utility easements and rights-of-ways using, maps, record drawings, sketches. General knowledge of using GIS software and magnetic and electronic equipment.
- Ensures markings and stakes/flags are visible and informs construction crews of potential problems or complications.
- Answers customer inquiries concerning project activities, construction specifications, standards and general water and wastewater service questions.
- Maintains knowledge of current District standards and policies, also provides input on updating the current District construction standard practices.
- Performs side sewer inspections.
- Monitors and complies with all applicable safety measures and procedures at all times.
- Performs work outside of regular work schedule as needed.
- Assists in the operations and/or maintenance of the flushing/chlorination boxes and hydrant meters.
- Reads and interprets maps, drawings, engineering documents, and construction record drawings to locate underground utilities.
- Performs general mathematical calculations and calculate and measure distances.
- Operates and maintains electronic and magnetic detection equipment and other equipment related to location of underground utilities.
- Prepares accurate sketches of underground utility locations.
- Operates safely in high-traffic and congested areas.
- Communicates effectively both orally and in writing with contractors, the public and other employees.
- Establishes and maintains effective working relationships with contractors, the public, and other employees.

EDUCATION AND EXPERIENCE:

- High School Diploma or G.E.D Certification. (Technical education in a related field not essential, but is beneficial.)
- Some related experience performing inspections.
- Construction experience with the installation of water, sewer and storm facilities, preferably within a water and/or sewer utility.
- Some related experience performing locating work.
- General computer experience in using Microsoft office software.
- Basic knowledge of drafting techniques and construction plan reading.

- Ability to obtain a Water Distribution Manager (WDM) I certification within one-year of hire.
- General traffic control experience is preferred.
- Ability to acquire and maintain any required certifications or training applicable to the District (i.e. First Aid Training/CPR, Certified Flagging Safety, etc.).

KNOWLEDGE SKILLS AND ABILITIES:

- General knowledge of construction observation techniques.
- Basic knowledge of construction terminology, methods, materials, and equipment used in installation, maintenance, excavation, and repair of underground water and sewer utilities.
- Ability to express thoughts clearly and concisely either by written or oral communication.
- Ability to interpret engineering plans and specifications, other construction contract documents, basic land surveying documents and field construction markers, water and wastewater facility maps, and construction record drawings.
- Ability to manage multiple construction projects, organize work products and keep detailed daily records using an inspector's project log book or the equivalent.
- Basic knowledge of techniques utilized to measure distances, weights, areas, volumes, etc., and devices to perform said measurements for development of construction record drawings and to obtain quantities for contract bid items for progress payments for District public works contracts.
- Basic knowledge of basic water and wastewater system operation.
- Ability to communicate effectively (oral and written) with contractors, engineering consultants, District staff, customers, agency representatives and the general public by the proper use of tact, patience, courtesy and respect.
- Ability to meet schedules and timelines.
- Ability to organize work products and documentation, including record keeping techniques.
- General knowledge of methods, tools and equipment, and standard practices for locating and marking underground utilities.
- General knowledge and experience working with engineering plans, drawings, sketches, record drawings, and diagrams.
- General knowledge of Federal (OSHA) regulations and State and District regulations and policies regarding utility marking and safe work practices.
- General knowledge and experience to control traffic at work sites by setting warning signs and lights, traffic/pedestrian barricades, and flagging traffic manually.
- Operation of a computer terminal with basic knowledge of commonly used office software programs, including word processing, spreadsheets, calendaring and email applications.
- Ability to accurately perform and evaluate general mathematical calculations and to work with numbers accurately (unit conversions, fractions, percentages, decimals).
- Ability to know when to refer situations to a higher level authority.
- Ability to perform research and make independent investigations of assigned problems.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to maintain a courteous attitude toward the public and other employees -- even in stressful and unpleasant situations.
- General knowledge on the proper handling of asbestos pipe.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or

cross train personnel.

- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

SPECIAL REQUIREMENTS:

- Must have valid WA State Driver's license.
- Must obtain within eighteen (18) months from training start date as defined by the District, a Washington State Class "A" Commercial Driver's License for manual transmission vehicles, together with a Tanker and Hazardous materials endorsement
- Ability to obtain within eighteen (18) months of hire a Flagger's certification.
- Ability to perform manual tasks involving physical strength and endurance, such as to traverse uneven ground, climb, crawl, lift, push, pull, listen and move quickly to avoid hazardous situations.
- Ability to utilize a two-way radio and cellular phone.
- Ability to use a laptop computer in the office and/or field.
- Must demonstrate the ability to properly operate water system gate valves and hydrants in the field.
- Ability to perform duties as described at variable heights and depths, within confined spaces and within public right-of-way
- Ability to withstand exposure to variable weather conditions.
- Available to work beyond normal working hours, if needed.

WORK ENVIRONMENT:

- Work is generally performed in a field environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Ability to work safely with chlorine and/or other hazardous materials used routinely at the District and/or construction sites.
- Ability to work within a construction work zone or public right-of-way.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	O		
Walking	O		
Driving	C		
Lifting: 50 lbs.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	O		
Handling/Grasping	O	Pinch Grasp 50%	Whole Hand Grasp 50%
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	F		
Hearing	C	Indoors 15%	Outdoors 85%
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.