

JOB TITLE: Inspector

DISCRIPTIVE SUMMARY:

This position encompasses a variety of tasks involved with the Operations Maintenance and Engineering functions of the Valley Forge Sewer Authority.

EXAMPLES OF SPECIFIC DUTIES:

The following are examples of typical duties:

- Utilizes the Authority's Geographic Information Systems (GIS) program to perform assigned tasks.
- Performs field work to identify GIS coordinates of VFSA infrastructure included but not limited to manholes, sewer pipes, and force mains.
- Performs field work to identify sources of Infiltration and Inflow in the Authority's sewer system. This includes some field work with contractors performing televising of sewer structures.
- Performs various tasks involved with digitizing Authority's paper based drawings and records.
- Assists Senior Construction Inspector with maintaining Authority paper and digital technical documentation files.
- Assists Senior Construction Inspector and Operations Manager with preparing project specifications related to in-house projects including but not limited to, coatings, infiltration & inflow studies, sewer cleaning and televising, Pennsylvania One Call, tank cleaning, equipment repair contracts, force main evaluation etc.
- Inspects work performed by Contractors. Reports findings.
- Carries out field inspection and testing of contractor's work in VFSA collection system and treatment plant facilities.
- Prepares documentation relating to new sewer service connections and subdivisions for supervisory review. Acts as the Authority's representative with contractors in the field.
- Identifies and documents punch list items.
- May identify and field mark the sewer system in compliance with the Pennsylvania one call system.
- Assists Senior Construction Inspector with planning, approval and inspections associated with subdivisions and developments for extension of sewers.
- Generates correspondence. Such correspondence consists of authorization of escrow releases, documentation of construction deficiencies, orders for corrective action, and documentation of project milestones.
- Fills out reports for billable charges.
- Maintains a detailed inspector's diary.

Performs various other related tasks as assigned.

SUPERVISION RECEIVED:

Works under the supervision of the Senior Construction Inspector.

SUPERVISION GIVEN: None

MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE:

Four year college degree in a technical discipline. Work experience totaling four or more years of full time employment in a technical discipline.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to read and write the English language.
- Ability to write a coherently including written expression of technical data.
- Valid driver's license.
- Ability to utilize basic personal computer skills, including but not limited to word processing, calendar, and spread sheet.
- Ability to keep accurate written records and a work diary.
- Ability to learn technical concepts, software, and analysis tools including but not limited to construction, GIS systems, sewer repair, hydraulic analysis, digital record keeping, wastewater operations and maintenance.

Must pass a physical and be able to meet Authority requirements for lifting and walking/running. This includes ability to lift equipment of 75 pounds and transport it short distances.

WORKING CONDITIONS:

Must work in a variety of climatic conditions. Working hours are split between outdoor and indoor work. May be required to work weekends, evening, and night shifts, as assigned. Individual may be exposed to physical contact with wastewater and its byproducts.

Ability to climb and work from ladders, stairwells, and underground structures.

Must perform heavy lifting and position includes many physical tasks.

I HAVE RECEIVED AND READ THIS JOB DESCRIPTION. THIS JOB DESCRIPTION HAS BEEN REVIEWED WITH ME BY MY SUPERVISOR

Signature _____ Date _____