
Resolution: 020926-F

Job Title: Construction Services Specialist

Department/Division: Water Division

Reports To: Construction Services Manager

Direct Reports: N/A

Salary Class/Salary Grade: Classified/Grade 15

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

This work involves assisting in the inspection of water related projects for the Board, these inspections include the following; repairs, maintenance, and installation of water related work, completion of 811 utility locates, assisting with investigations of utility damage, assisting with GPS data collection, assists with water system leak detection, assists with the administration of the backflow program, and other duties and special projects as assigned. Work involves coordinating with team members and managers, internal and external customers, contractors, utility locators, and assisting with required water system testing (pressure and bacteriologic).

Work may include contact with customers involving the resolution of complaints and checking to see that proper water services are maintained. Assignments are received orally and in writing from the Construction Services Manager, General Manager and senior staff as needed. Work is reviewed while in progress and upon completion.

ESSENTIAL JOB DUTIES:

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

- Collaborates with co-workers, customers, contractors, engineers, government agencies, and survey crews to resolve construction related issues, conflicts, damaged utilities and right-of-way concerns
- Assists in inspection of new construction for compliance with approved construction plans and Board requirements and document any field changes
- Must be on worksite while main lines are being tapped
- Assists with oversight of required 24-hour pressure tests and reviews pressure charts for leaks
- Locate and mark underground utilities using a variety of electronic equipment

- Assists in the collection of GPS coordinates of Board assets for incorporation into the GIS water maps
- Assists with pressure, bacteriologic, leak detection and flow testing
- Assists coworkers, plumbers and contractors in locating water mains and service lines and takes precautions to avoid damage to existing utilities
- Assists with the backflow program, damage investigations and overseeing meter installations
- Assists in communication with the general public including adjacent property owners to understand and resolve project impacts and complaints from the public
- Assists with meter change-outs and installation, repair and replacement of water mains and service lines
- Operates service trucks and equipment for transportation to and from work sites
- Participate in on-call schedule and after-hours emergency call outs as needed
- Completes special projects as assigned
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of AWB water system gradients, distribution system mapping and SCADA system
- Knowledge of Board standard specifications and details, ADEM regulations, and safety protocols
- Strong computer skills: Microsoft Office, ArcGIS, Utility Locate, Damage Reporting and Construction Administration platforms
- Ability to read, interpret and mark-up construction plans as needed
- Ability to make well thought-out decisions, prioritize competing tasks and see assigned tasks through to completion
- Ability to work independently, accurately and timely
- Knowledge of the hazards and safety precaution associated with water main maintenance
- Ability to resolve issues and communicate with management, co-workers, customers, contractors, and developers in a professional manner
- Ability to work cooperatively and maintain effective relationships
- Ability to work with and train co-workers
- Ability to prepare and maintain written documentation
- Ability to follow oral and written instructions

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent is required.
- Three or more years of field experience related to the installation and repair of water mains and service lines or a four-year degree in a related field may be substituted for field experience.
- Knowledge of water system construction methods and Board construction standards.
- Ability to speak, read, and write English
- Grade I Water Certification from the Alabama Department of Environmental Management (ADEM).
- Maintain an active Alabama drivers license
- Class B CDL preferred

- Grade I Water Certification from the Alabama Department of Environmental Management (ADEM)

The physical activities required for this position involve: Frequent sitting, using hands, talking, and hearing; occasional standing, walking, reaching with hands and arms, stooping, and kneeling. Ability to walk, stand, bend, kneel, and stoop for prolonged periods of time.

This position requires lifting: Up to 75 pounds

This position has the following special vision requirements: Ability to read information both in print and electronically.

ENVIRONMENTAL WORKING CONDITIONS: The following physical conditions and hazards may be encountered while working in this position: weather, uneven surfaces

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date