
Resolution: 020926-F

Job Title: Construction Services Specialist II

Department/Division: Water Division

Reports To: Construction Services Manager

Direct Reports: N/A

Salary Class/Salary Grade: Classified/Grade 16

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

GENERAL DESCRIPTION:

This work involves the inspection of water related projects constructed by or for the Board, the inspection of repairs, maintenance, and installation of water related projects, completion of 811 utility locates, investigations of utility damage, GPS data collection, water system leak detection, assists with the backflow program, and other duties and special projects as assigned. Work involves meeting with management, internal and external customers, contractors, engineers, government entities or survey crews regarding utility locates, reviews plans associated with on-going projects and assists with required water system testing (pressure and bacteriologic). Completes plan review for new construction and investigates existing or proposed water services for compliance with Board Requirements. Is subject to being “on call” nights and scheduled weekends for inspection of new construction.

Work may include contact with customers involving the disposition of complaints and checking to see that proper water services are maintained. Assignments are received orally and in writing from the Project 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.

- Meets with co-workers, customers, contractors, engineers, government entities, and survey crews to resolve construction related issues, conflicts, damaged utilities and right-of-way.
- Inspects new construction for compliance with approved construction plans and Board requirements and documents any field changes. Reviews and approves pay requests and record drawings.
- Must be on worksite while main lines are being tapped

- Oversees required 24-hour pressure tests and reviews pressure charts for leaks
- Locate and mark underground utilities using a variety of electronic equipment
- Researches, verifies accuracy, and collects GPS coordinates of Board assets for incorporation into the GIS water maps
- Performs pressure, bacteriologic, leak detection and flow testing
- Assists coworkers, plumbers and contractors in locating water mains and service lines and takes precaution to avoid damage to existing utilities
- Investigates customer complaints and satisfactorily resolves issues
- Assists with the backflow program, line locates, completes damage investigations and assists with large meter installations
- Communicates with the general public including adjacent property owners to understand and resolve project impacts and responds to inquiries and complaints from the public
- Schedules and attends preconstruction meetings and review and approves submittals
- Completes special projects as assigned
- Use computer and business software including Microsoft Office Suite, ArcGIS, Utility Locate/Damage Reporting and Construction Administration platforms proficiently
- Regular & predictable attendance is a required essential function of the position based on department established work schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of AW water system gradients, distribution system mapping and SCADA system
- Ability to use locating devices to mark buried water lines, to read and to update water system maps to more accurately reflect existing field conditions
- Knowledge of the methods, materials, and techniques used in the maintenance and repair of water mains and service lines
- Knowledge of Board standard specifications and details, ADEM regulations, and safety protocols
- 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.
- Four or more years of field experience related to the installation and repair of water mains and service lines. 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 II Water Certification from the Alabama Department of Environmental Management (ADEM)
- A valid state driver's license, Class B CDL required

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