



103 ST. PHILIP STREET, CHAS SC 29403
 JOB ANNOUNCEMENT NO: 17-065
 DATE: September 22, 2017

Position Title: Construction Inspector		Location: St. Philip Street (Downtown)	Status: Established Position, Full-time
Salary Range: \$42,619.20 (\$20.49/hr) - \$66,081.60 (\$31.77/hr)	Grade: 108	Department: Engineering & Construction	Hours: 6:30 am – 4:30 pm (Flexible)

NOTE: IF YOU PREVIOUSLY APPLIED FOR THE CONSTRUCTION INSPECTOR (17-029) JOB ANNOUNCEMENT, YOU DO NOT NEED TO REAPPLY FOR THIS POSITION.

APPLICATIONS ACCEPTED THROUGH FRIDAY, OCTOBER 13, 2017.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Position Summary:

Under limited supervision of the Construction Manager, the Construction Inspector is responsible for implementing quality control for construction projects to ensure the assigned projects are constructed in accordance with the requirements of all federal, state and local regulations, permits and codes as well as Charleston Water System's Minimum Standards for Design and Construction of Water and Wastewater Systems.

Essential Functions:

- Performs plan review during design development for all assigned projects to ensure design is in accordance with CWS standards and policies.
- Schedules, manages and inspects assigned projects to ensure construction is in accordance with the approved plans and specifications.
- Performs detailed daily inspections of assigned projects and documents each in a daily inspection report.
- Verifies dimensions, materials, schedules, and other key aspects of a project design as construction progresses.
- Schedules and attends preconstruction, final inspection, commissioning and other related construction meetings.
- Witnesses the contractor performed water and wastewater system testing and performs confirmation testing as required.
- Originates, maintains and completes all project files and associated field observation documentation through project completion, including field notes, reports, test results, photographs, etc.
- Coordinates construction activities with contractors, regulatory agencies, municipalities, CWS Operations Departments and other personnel as required.
- Reviews as-built drawings, valve cards, and other project closeout documents for accuracy and completeness.
- Coordinates final inspection with CWS Operations Departments and ensures that the work was installed in accordance with the approved plans and specifications.
- Coordinates commissioning and final takeover of completed water and wastewater systems.
- Assists in the review and update of CWS Standard Operating Instructions, Minimum Standards, Technical Specifications, and construction details.
- May be required to work during emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

Additional Duties

- Performs other related duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Ability to effectively communicate in writing and verbally to include comprehension of complex oral and written instruction.
- Must be able to make visual observations in daylight and night.
- Occasionally positions self to maneuver objects up to 50 pounds. Objects greater than 50 pounds require a 2-person operation.
- Ability to remove manhole covers with puller, operate water valves, or similar types of equipment.
- Ability to traverse in adverse field conditions to include construction work sites, unpaved streets, uneven ground, cluttered work areas, wet conditions, etc., as necessary to perform the required work.
- Ability to ascend and descend ladders or steps to evaluate or inspect equipment and facilities.
- Ability to operate and maintain a motor vehicles.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.

Education and/or Experience

- Associate Degree in Engineering, Construction Management or related field with at least one (1) year of experience in the design, inspection and/or construction of water and wastewater systems; or a combination of education and/or experience totaling four (4) years with demonstrated ability to carry out job duties.
- Knowledge of the principles and practices of construction methods and techniques, testing, and project management of water and wastewater systems.
- Knowledge of CWS's Minimum Standards preferred.
- Ability to organize, review and complete project closeout documentation.
- Proficient writing, reporting, communication and technical skills.
- Ability to operate a personal computer and efficiently use Microsoft Office software programs to include Word and Excel.
- Good demonstrated customer service skills.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Valid South Carolina Driver's License required.

Training Needs:

- OSHA and Departmental safety training as required.
- Skills Based Training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

Potential Career Path:

ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.

- Construction Manager
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Computer Skills: Intermediate

To perform this job successfully, an individual should have a working knowledge of Microsoft Windows, Outlook, Excel and Word or similar software.

Mathematical Skills: Intermediate

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

Supervisory Responsibilities: Functional

This job functionally supervises assigned employees usually in the absence of the regular supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include leading and directing the workers in their daily assignments; addressing complaints and resolving problems; and reporting heightened problems or situations to management.

Safety Sensitive Position: Yes

This position falls under our Substance Abuse Policy and is subject to: post-accident, reason suspicion, random, periodic, and pre-employment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CWS Substance Abuse Policy and Procedures.

Decision-making Authority: Routine (Non-Exempt)

Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

Reasoning Ability: Intermediate

Ability to apply common sense understanding to carry out general written or oral instructions where only limited standardization exists. Ability to interpret a variety of general instructions furnished in written, oral, diagram or schedule form.

Language Skills: Professional

Ability to comprehend abstract instructions. Ability to read and analyze complex periodicals and journals, financial reports, and government regulations. Ability to write general reports, correspondence, procedure manuals, and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to common inquiries or complaints from the general public.

Environmental Sensitive Position: Yes

Charleston Water System is an ISO 14001 Certified company promotes activities which support environmental protection, prevention of pollution, positive impacts on human health, and continual improvement to work processes and the environment. The carrying out of the job requirements as herein described present the potential to significantly impact the environment. Therefore, specific knowledge and application of CWS Environmental Management System (EMS) policies, procedures and instructions are needed to carry out the job requirements.

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.