

**CITY OF YREKA - PUBLIC WORKS
WATER AND WASTEWATER CONSTRUCTION AND FIELD TECHNICIAN**

SUMMARY DESCRIPTION

Under direction, conducts field inspections of public works projects including construction of water systems, sewers, subdivision and encroachment activities and grading; ensures conformance with City standard specifications and safety standards; and maintains records and prepares reports on projects inspected.

This is a broad classification with position assignments to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

When assigned to Public Construction Field Observer:

- Field observer to inspect work quality and materials used in a variety of public works projects during various stages of construction and/or reconstruction including construction of water systems, sewers, encroachment activities, grade, size, and location of water and wastewater improvements; ensure compliance with water and wastewater applicable codes, ordinances and regulations.
- Oversee and observe underground utility construction including sewer and storm drainage, trenching, shoring, dewatering, bedding for pipe, manhole construction, trench backfill and testing; oversee decision making for connecting, testing, tapping, disinfecting and installing water mains.
- Observe work during progress; confer with developers, contractors, superintendents, inspectors, and owners; ensure that safety procedures are followed; advise contractors of changes in plans and variances; collect water samples for analysis as necessary.
- Monitor contractors, sub-contractors and developers through all phases of construction to insure compliance with all City standards and municipal code requirements; monitor incoming messages regarding dig alert and respond as appropriate when assigned.
- Participate in final inspections; review as built drawings; review final inspection correction list and observe corrections.
- Represent the City's needs and requirements to developers, contractors, and engineers; review plans and specifications to gain familiarity with construction projects.
- As needed, confer with property owners regarding project schedule, hazards and inconvenience; coordinate and assist City departments to schedule service interruptions with the least interference and least inconvenience to property owners.
- Assist in the coordination of work and interact with other City departments and outside agencies.
- Observe draining and recharging water mains.
- Escalate to appropriate City staff citizen inquiries/complaints regarding public works and development projects.
- Prepare various inspection reports as required; maintain files and reports regarding inspection activities and findings.

When assigned to Water Treatment Plant Operations:

1. Monitor draining, cleaning, and disinfection of distribution reservoirs.
2. Assist in decision-making for connecting, testing, tapping, disinfection, and installation of water mains.

3. May collect water samples for analysis.
4. Assist with draining and recharging water mains.
5. Respond to Underground Service Alert Notifications
6. Perform related duties and assist with operations and maintenance as required.

When assigned to Wastewater Treatment Plant Operations:

1. Respond to Underground Service Alert Notifications
2. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Methods and techniques of public works inspection.
- Construction, engineering, procurement, and other project-related activities, including their interfaces and interdependencies.
- Strong commitment to safety and environmental issues. Willingness to adhere to all safety and health rules, plant rules, procedures and guidelines, and work in a safe manner.
- Computer skills, with proficiency in Microsoft Word, Excel, Microsoft Outlook and knowledge of GIS and AutoCAD.
- Excellent verbal and written communication skills.
- Must be able to work without direct supervision to accomplish goals and meet schedules.
- Proven solid work ethic and ability to work well with others as well as independently.
- Possess strong problem-solving and troubleshooting skills
- Must be open-minded and adaptive to change, promote the collective interests of the team more than self-interest, able to resolve problems in a respectful manner.
- Interpret, implement, explain and apply applicable laws, codes, regulations, standards, policies and procedures governing public works construction.
- Be involved with implementation of contracts and grants.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Estimate equipment, material, and labor needs to assist in budget preparation.
- Use a computer and a variety of word processing and engineering software programs.
- Communicate clearly and concisely, both orally and in writing.
- Make effective oral presentations.
- Establish and maintain effective working relationships with those contacted in the course of work, including elected officials, advisory body members, developers, contractors, City staff and general public.
- Manage multiple projects simultaneously.
- Connecting, testing, tapping, disinfecting and installing water mains. Draining, cleaning and disinfecting distribution reservoirs.
- Basic civil engineering principles and practices.
- Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Ability to:

- Plan, organize, manage, direct and evaluate the work.
- Research and analyze operational and technical issues and develop appropriate recommendations for action.

- Develop and maintain accurate record keeping systems.
- Estimate equipment, material, and labor needs.
- Use a computer and a variety of word processing and engineering software programs.
- Communicate clearly and concisely, both orally and in writing.
- Make effective oral presentations.
- Establish and maintain effective working relationships with those contacted in the course of work, including elected officials, advisory body members, developers, contractors, City staff and general public.
- Manage multiple projects simultaneously.
- Observe safety principles and work in a safe manner.
- Perform skilled inspections of a variety of public works projects.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Make basic mathematical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact.
- Understand NPDES requirements.
- Drain and recharge water mains in a safe and efficient manner. Perform water sampling duties.
- Perform light manual labor.
- Understand and carry out oral and written directions. Communicate clearly and concisely, both orally and in writing.
- Respond to and assist with emergency repairs and scheduled work after normal business hours.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized and technical training in the water/wastewater and construction trades.

Experience:

Four years of responsible experience involving the construction and maintenance of publicworks or water facilities, depending on area of assignment.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

If assigned to the Water Division, certification as a Water Distribution Operator Grade D2 issued by the State of California Water Resources Control Board is required. Possession of, and ability to maintain, certification as a Water Treatment T3 is required within 18 months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; travel from site to site; exposure to inclement weather conditions; work around heavy construction equipment; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work or inspect in water, underground, and/or confined spaces.

Physical: Sufficient physical ability to walk, stand, bend, stoop, or climb for prolonged periods of time; work with and around equipment and machinery; moderate or light lifting and carrying; operate motorized equipment and vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.