

JOB ANNOUNCEMENT

POSITION: Inspector II
DIVISION: Engineering & Construction
SALARY: \$23.49 - \$26.15

POSTED: May 9 – May 22, 2017
APPLICATION DEADLINE: 4:00 P.M., May 22, 2017

UNION: This position is included in the American Federation of State, County, and Municipal Employees bargaining unit and will be filled in accordance with the provisions of the Collective Bargaining Agreement.

SUMMARY: The position includes observation and monitoring of construction project sites, preparation of daily reports of site construction activities, and updating redline drawings. This position also includes reporting on project progress and working to keep project on schedule and within budget and scope. The successful candidate will have extensive interaction with the construction manager, contractor, and other project/site team members.

DUTIES/PRIMARY RESPONSIBILITIES: Essential duties and key responsibilities of this position include inspection of construction work in process and upon completion to determine whether it adheres to requirements established in contract documents, including plans and specifications; maintenance of daily project logs/photos covering such items as materials and quantities used, materials tested and test results, equipment and personnel utilized on the project, weather, construction activity, etc.; assisting in preparation of monthly calculations of work completed and final report; reviewing quality and workmanship; reporting on problems/issues encountered in the performance of the work; reconciling redline/as-built plans for assigned projects; handling feedback, including complaints from, or conflicts between contractors, general public, etc.; informing the contractor when a discrepancy between contract/plan/specification and installed work is identified, as well as documenting this discrepancy; interpreting and explaining contract/plan/specifications to contractors where required; coordinating with appropriate personnel in other Divisions when projects impact that division (e.g., water shut-offs by Operations); making and recording various measurements of projects as assigned; and planning, developing, directing, coordinating, organizing and controlling the materials, equipment, and personnel under jurisdiction toward the effective, efficient, and economical attainment of program goals, including maximum convenience to the public and safety of employees.

The candidate shall manage area of responsibility in strict accordance with applicable laws, regulations, and established policy including union agreements to ensure fair and standardized treatment of employees. The candidate shall inspect water/sewer tap-in's and verify proper terminations. The candidate shall perform activities and functions of related lower-level personnel as assigned or required. The candidate shall perform such other related tasks and duties that are assigned or required.

KNOWLEDGE/ABILITIES: MS Office (Word, Excel), other computer skills required. Ability to use GPS; some knowledge of City geography is preferred. Ability to read maps and use digital camera equipment. Considerable knowledge of construction materials, procedures, methods, and equipment. Considerable knowledge of inspection and progress evaluation techniques and use of equipment and procedures for testing materials. Some knowledge of surveying and civil engineering. Basic knowledge of mathematics. Some knowledge of relevant labor agreements. Some experience as an inspector or supervisor on construction projects.

Ability to obtain contractor's compliance with plans and specifications. Ability to read blueprints and understand contract specifications. Ability to maintain required records and prepare reports. Ability to communicate effectively, both orally and in writing. Ability to plan, monitor, and evaluate the work of self and others. Ability to establish and maintain effective working relationships with supervisors, associates, outside agencies and the general public.

GENERAL REQUIREMENTS: Candidate must be domiciled in City of Pittsburgh at the time of appointment and remain domiciled in the City of Pittsburgh throughout employment with the PWSA. Verification of City residency required at time of appointment. Must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at the time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

CERTIFICATES/LICENSES: Applicant must have a NICET Level II Certification at the time of appointment or obtain certificate within 6 months of appointment.

EDUCATION/EXPERIENCE REQUIREMENTS: In order to be considered eligible for this position, the application must clearly show three (3) years of experience inspecting water, sewer, roadway, or other related construction projects. In order to be considered eligible for this position, the application must clearly show High School diploma, or diploma from an accredited vocational school, or General Educational Development (GED) certificate, or equivalent.

MEDICAL EXAMINATION: Required prior to appointment.

APPLICATIONS: Available in the Human Resources Section, 1200 Penn Avenue or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.