

City of White House, TN

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Stormwater Inspector

Department: Public Services – Stormwater Division
FLSA Status: Non-exempt
Reports to: Assistant Public Services Director

JOB SUMMARY

Under general direction of the Assistant Public Services Director, the purpose of this position is to plan, organize, schedule, and conduct stormwater inspection services for projects within City limits, as part of the overall construction and environmental permitting process. Candidate will provide inspection oversight related to grading, subdivision development, pavement management, and capital improvement projects; provide complex inspection insight and analysis in support of the Public Services Director, Assistant Public Services Director and City Engineer; prepare a variety of operational, statistical, and activity reports; ensure that all federal, state, local codes meet regulatory requirements, to include plans, specifications, and departmental regulations ; supervise, train assigned staff, if required; and perform related work, as required. Additionally, the selected candidate, may be responsible for the inspections of public improvement projects related to construction of streets, utilities, sidewalks, and drainage for compliance with and federal, state, and local codes, regulations, and specifications; inspecting construction activities within all rights-of-way and the inspection of private/public improvements.

ESSENTIAL JOB FUNCTIONS

- Provides good customer service to both internal and external customers, maintains positive and effective working relationships with other City employees (especially members, of his or her own team), and exhibits non-disruptive, regular, and reliable attendance.
- Inspects and observes construction of public rights-of-way and infrastructure activities on a daily basis.
- Inspects and provides recommendations related to Erosion Prevention & Sediment Control (ESCP) measures.
- Inspects street subgrade preparation and compaction testing, when necessary.
- Inspects street base course preparation and compaction testing, when necessary.
- Inspects curb and gutter construction, when necessary.
- Inspects asphalt paving operations and testing, when necessary.
- Inspects drainage system construction such as detention ponds, inlet boxes, stormwater piping, and other appropriate stormwater infrastructure and installation practices.
- Conducts final inspections, in conjunction with contractors and engineers for project acceptance by the City of White House.
- Compiles and maintains detailed project records including daily reports and other documentation, as needed.
- Performs bond reduction inspections, when requested, to ensure proper installation of stormwater infrastructure, as well as identify issues and generate reports for correction.
- Assists contractors and engineers in providing input during pre-design and pre-construction meetings.
- Inspects driveway approaches, sidewalks, and ADA accessible ramps.
- Inspects land disturbing activities and provides approval for issuance of permits.
- Assists in the review and filing of all Long-Term Maintenance Agreement Plans on a yearly basis, or as required.
- Performs other related duties, as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and four years of experience in similar position. Associates or Bachelor's degree in engineering, construction management, or environmental sciences related field preferred. Four years of basic construction experience preferred; An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

Licenses or Certifications:

Must possess or obtain a valid Tennessee driver's license; must obtain Tennessee Department of Environment and Conservation (TDEC) Level 1 Certification and American Concrete Institute (ACI) flatwork concrete certification or equivalent within one (1) year of employment; and Tennessee Department of Transportation (TDOT) Asphalt Certified Roadway Technician certificate within two (2) years of employment.

Special Requirements:

None.

Knowledge, Skills, and Abilities:

- Knowledge of the methods, tools, and equipment used in construction and maintenance work.
- Skill in the safe operation of vehicles and other tools and equipment operated and used.
- Ability to perform work in all types of weather and safely used the tools and equipment assigned.
- Ability to establish and maintain effective working relationships with others.
- Ability to express oneself, clearly and concisely, both orally and in simple writing.
- Ability to follow verbal and written instructions, guidelines, and objectives.
- Ability to read and interpret construction plans and specifications.

PHYSICAL DEMANDS

Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by City physician; vision and hearing normal or corrected sufficient to read, write, and safely operate tools and operate, utilize and maintain tools and equipment used in work; ability to lift and carry about 75 pounds, though greater weights may, at times be lifted, carried and /or placed; dexterity and fitness to reach above and at shoulder height, balance, grasp, crawl, crouch, bend, stoop, climb, stretch, sit, stand, walk, run, push, pull, squat, kneel, manipulate small items with hand, and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT

Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element (i.e. sunlight, wind, snow, rain, extreme temperatures); work environment includes exposure to moving mechanical parts, fuels, lubricants, solvents, fluids, fumes or airborne particles, toxic or caustic chemicals, and risk of vibration; work environment may include exposure to solid waste components, herbicides, pesticides, paints, solvents, hydraulic fluids, and fertilizers; work environment may include exposure to poison ivy, poison oak, and poison sumac and insects such as wasps, hornets, bees, etc.; work surfaces include both indoor and outdoor surfaces (i.e. Rough, harsh, dangerous, wooded, flooded, ground surfaces and/or areas; grass, dirt, gravel, mud, asphalt, concrete, linoleum, ceramic tile surfaces; rain, snow, sleet, hail, ice and flooded areas and surfaces; vertical and horizontal step surfaces); work environment demands minimal confinement with some protective equipment required, such as safety glasses, hearing protection, and work gloves. Generally, physical and working conditions are such that minor cuts, abrasions, bruises, or burns may be encountered, despite provision of safety measures and health precautions (generally no lost time results). Employee will regularly be exposed to traffic hazards and heavy construction equipment; the noise level in the work environment is usually loud.

White House has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Human Resources Director Signature

Date

E.O.E. White House is an equal opportunity employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.