

POSITION: **Construction Inspector**
Position reports to: Construction Manager
Status: Full Time; Non-exempt
Wage Classification: Full Time

SUMMARY: The Construction Inspector is a new position for WEB Water. The Inspector position has been created to inspect and monitor construction on water works, underground utilities, and infrastructure improvements. Travel to construction sites and extended stays away from home are a necessary part of the job. The Inspector must be able to work flexible shifts including nights and weekends, and overtime hours. The Inspector must reside within 25 miles of Aberdeen, SD and will be expected to work all weather conditions.

RESPONSIBILITIES AND DUTIES: It will be the Construction Inspector's duty to:

- Ensure Project Specifications Compliance including, but not limited to:
 - Progress schedule, Shop Drawing schedule and Sample submittals, schedule of values, and all other schedules to which any Contractor is bound.
 - Attend specified meetings with Contractor including, but not limited to, preconstruction conferences, progress meetings, job conferences, and all other Project-related meetings. Inspector will prepare written notes of each meeting as specified by WEB and will deliver to WEB copies of minutes prepared by others.
 - Report to WEB any work that may be defective under the Construction Contract Documents, and recommend whether such Work should be corrected, removed and replaced, or accepted.
 - Inform WEB of any Work that is not compatible with the Project design concept as a functioning whole, and recommend solutions.
 - Advise WEB if any Work requires uncovering for observation, or requires special testing, inspection, or approval.
 - Monitor all Inspections, Tests, System Start-ups including:
 - Verify that tests, equipment, and systems start-ups and operating and maintenance training include the appropriate WEB personnel, and that Contractor maintains adequate records thereof.
 - Observe, record, and report to WEB appropriate details relative to the test procedures and systems start-ups.
 - Verify Contractor has arranged for inspections required by Laws and Regulations.
 - Accompany visiting inspectors, record inspection results, and report to WEB.
 - Maintain records including:
 - Orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents and other Project-related documents.
 - Daily reports recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, and observations.
 - Manufacturers' Certification letters to ensure compliance with requirements.
 - Report to WEB:
 - Work progress, Contractor's compliance with progress schedule, Shop Drawing schedule, and Sample submittals.
 - Inspection, test, and system start-up results.
 - Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

- Serve as WEB's liaison with Contractor.
- Review Contractor payment applications for submission procedure compliance and agreement with schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
- Verify that Contractor has assembled and furnished materials, equipment certificates, operation and maintenance manuals, and other Contract Documents are applicable to the items actually installed and in accordance with the Contract Documents, and deliver these documents to WEB before payment for that part of the Work.
- Completion
 - Assist in punch list creation and Substantial Completion determination.
 - Determine punch completion and assist WEB with issuance of the Notice of Acceptability of the Work.
- Perform Quality Assurance Testing
 - Oversee, schedule and understand necessary quality assurance testing on pipe, concrete, granular material, asphalt and any other material that needs to be tested.
- Verify Dimensions
 - Measure dimensions and elevations against blueprints and schematics to ensure projects follow specifications.
- Specifications
 - Aid in developing project specifications.
- Review Permits
 - Review permits and Right-of-Way requirements.
- Follow Safety Protocols
 - Follow all safety protocols.
- Other Duties
 - Other duties as necessary or as assigned.

REQUIREMENTS:

Education and Experience:

- High school diploma.
- 5 years of water system installation experience.
- Class II or higher Water Distribution Operators certification desirable; be able to obtain Class III in a reasonable amount of time.

Skills, Knowledge and Abilities:

- Communication
 - Work independently and as part of a team, strong written and verbal communication skills.
- Physical Ability
 - Lift 50 lbs. routinely and repeatedly; squat, bend and stand for hours.
- Computer
 - Microsoft Word proficiency.
- Critical Thinking
 - Understand contract specifications, assess construction sites, and read maps.
- Mathematics
 - Verify measurements and interpret blueprints.
- Organizational
 - Task focus and attention to detail.
- Plumbing Codes
 - Plumbing codes and fittings knowledge.

- Grades and Elevations
 - Grade and elevation knowledge and measurement.

MISCELLANEOUS:

- This job description is an accurate description of the Construction Inspector position, but WEB may assign other functions, responsibilities and requirements.
- WEB Water provides a work vehicle and tools.
- WEB provides the benefits specified in the benefits handout.
- WEB may change job descriptions without notice at any time and are not employee contract rights.
- WEB Water is an Equal Opportunity Provider.