

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.

Water Construction/Backflow Specialist

Department: Environmental/Public Works

Pay Grade: 510

FLSA Status: Non-Exempt

Job Code: E808

JOB SUMMARY

The purpose of this classification is to supervise, inspect and manage the Capital Improvement Projects for the Water Utility Division and administration of the City of Roswell's Backflow Program. Capital Improvement Projects involve technical inspections of project work sites to determine compliance with all City, County, State and Federal codes and regulations regarding erosion and sediment control, landscaping, infrastructure, and required disinfection and testing. Work is performed under the general supervision of the Water Utility Manager.

ESSENTIAL JOB FUNCTIONS

- Supervises and inspects Water Utility construction projects; prepares project pay request for work completed.
- Inspects new water line and appurtenance installation by new developments.
- Collaborates with Water Utility Manager to classify and prioritize water projects; coordinate pre-construction activities including utilities and plan review, permitting and special funding; prepares reports, tables and graphs regarding project status, funding, etc.
- Reviews new construction project plans; coordinates with pre-construction engineer for future projects.
- Assists in the management of contractor, consultant, and vendor contracts related to water construction projects as well as Engineering; assists in the preparation and administration of contracts for construction/consultant services; monitors work performed by contractors/consultants to ensure compliance with terms of contracts; reviews consultant reports/studies for accuracy/completeness; reviews invoices and payment requests for accuracy and recommends approval for payment.

- Assists and coordinates efforts to establish and maintain best management practices for permit compliance and retention.
- Assists and coordinates with Metropolitan North Georgia Water Planning District (MNGWPD).
- Interacts and communicates with numerous groups and individuals on various project inspection related topics; provides interpretation and assistance with code definitions to the public, staff, city hired contractors and related parties; conducts construction meetings with property owners, developers and contractors; responds to reports of alleged ordinance or code violations on all water improvement projects; advises utility company subcontractors on erosion control requirements; conducts meetings with supervisors and various City Departments on current projects; works with City and State DOT personnel to ensure project compliance.
- Conducts inspections of water construction sites to determine nature of potential erosion and sedimentation violations or ensure compliance; conducts site re-inspections of project sites to determine if corrective compliance has been met; provides recommendations for citations if a site remains non-compliant after written notification. Works closely with the Environmental Compliance Officer to ensure compliance is achieved.
- Conducts inspection of backflow prevention devices to ensure proper device is installed and installed properly.
- Administers the City of Roswell's Backflow Program. This includes sending out annual inspection notices and updating the City's Backflow Database with test results to maintain compliance with federal, state, and local regulations.
- Performs various administrative tasks related to individual projects to ensure budget and project plan compliance while maintaining records of all project deliverables. Responsible for project record retention and archiving. Adds work orders to and maintains the Capital Improvement Project Matrix as needed; prepares and maintains accurate reports and records regarding inspections. Recommends specific Capital projects for inclusion in the annual budget.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, and regulations related to water utility management. Conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the construction and water profession.
- Operates a transit, digital camera, personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Assists with staff and administrative responsibilities.
- Exercises initiative in setting priorities and making work assignments, in accordance with established principles.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Technical College Diploma/Associates Degree in Construction or Project Management; three (3) years of experience in construction or engineering inspections with knowledge of all City, State, County and ARC ordinances and codes; knowledge of underground utility configuration and conflict resolution strategies, or any equivalent combination of education,

training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Licenses or Certifications:

- Possess Water Distribution License
- Possess Backflow Testers License
- Possess and maintain Level 1B Certified Inspector Certification or be able to obtain certification within 12 months of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of AWWA Standard Practices for water testing, water testing equipment, and methods.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to interact with the other city employees and employees from other municipal jurisdictions.
- Ability to use, operate, calibrate, and maintain complex water testing equipment that requires advanced training. Basic electrical skills are required.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-25 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature extremes, hazardous materials, toxic agents, animal/wildlife attacks, water hazards, pathogenic substances, or rude/irate customers.

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

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.