

Seminole County Classification Description

Classification Title: Chief Inspector/Construction Manager (PEI Division)

Class Code: 3341

EEO Code: B

FLSA: Exempt

Revision Date: July 2010

General Statement of Job

Supervisory work in the enforcement of applicable water and sewer construction regulations in the unincorporated areas of Seminole County through the enforcement of applicable County Code.

Essential Functions

Note: These are Intended only as Illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Plans, organizes, supervises, and provides technical assistance to Lead Inspectors to include the establishment of standard operating procedures. Assigns areas to be inspected and recommends changes or reassignments of field inspections to ensure the efficient and effective operation of the inspection function.

Reads and interprets construction plans or drawings as may be necessary to accomplish work programs. Investigates complaints and interprets technical questions. Reviews, compiles, and ensures the technical adequacy of reports received from subordinate inspectors. Develops forms and procedures, as needed, to expedite the field inspection function.

Initiates, and effectively recommends to the supervising Senior/Principal Engineer, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Conducts training and provides instruction to assigned personnel.

Coordinates inspections with Licensed Water/Wastewater Operators and/or Chief/Lead Inspectors from the Building Division as necessary. Assures the uniform application of all water and sewer inspection processes.

Advises the Division's Senior/Principal Engineers and Manager of any field conditions, which are potentially hazardous and/or controversial. Makes recommendations to resolve any conflicts between inspectors and the public regarding code violations.

Creates regular reports summarizing the status of all inspection activities including inspections performed by consultant engineering firms. Coordinates GPS data collection activities of subordinate inspectors.

Additional Duties:

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

High School Diploma or GED, and ten (10) years progressively responsible para-professional engineering field work involving water treatment plant, water distribution system, wastewater collection and wastewater treatment utility construction inspection. Supervisory experience is preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Technical Requirements

Must possess and maintain a valid Florida Driver's License.

Must possess and maintain minimum Class C Licenses in both Drinking Water and Domestic Wastewater issued by the State of Florida as defined by Chapter 62-602, F.A.C. Additional licensure in Distribution Systems and Collection Systems is preferred.

Special Requirements

Must possess good customer service skills.

Demonstrated advanced knowledge and training in the methods, materials, practices, and techniques utilized in utility construction, inspection, and in the examination of specifications, plans and drawings. Considerable knowledge of Chapter 270 of the Seminole County Code of Ordinances, Appendix F of the Seminole County Land Development Code, and applicable State Statutes governing water and sewer utility construction.

Ability to read and interpret engineering plans and specifications. Ability to establish and maintain effective working relationships with the general public, contractors, developers, and other County Departments. Ability to maintain accurate inspection records and make accurate, concise reports. Ability to communicate effectively both orally and in writing. Ability to make minor engineering computations.

Demonstrated experience with and working ability with Microsoft Word, Microsoft Excel, ArcGIS, Trimble GPS devices and software, and 3M Dynatel EMS marker locating devices.

Working Conditions

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to walk, stand, sit, and crouch for prolonged durations. Incumbents in this classification would be exposed to dust, dirt, non-potable water, raw wastewater, chemicals (e.g. chlorine gas, sodium hypochlorite, sodium hydroxide, methane, aluminum sulfate, ferric chloride, carbon dioxide, sulfuric acid, hydrofluorosilic acid, etc.), and fumes found in water/wastewater utility operating and/or construction areas. Incumbents must follow safety procedures very carefully.

