

UTILITIES CONSTRUCTION REPRESENTATIVE

MAJOR FUNCTION

This is a highly responsible position that administers all Utility Department construction contracts. Employees in this classification are responsible for ensuring all construction meets County standards and contract specifications.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Performs regular inspection and observation of all projects in process to ensure compliance with contract specifications and County standards.
- Monitors production/construction schedules and budgets to ensure adherence to established project timelines and budgetary parameters.
- Observes and coordinates field tests such as pressure testing, bacteriologic testing, concrete testing and compaction testing to ensure materials/methods meet specifications.
- Maintains daily records of inspection/monitoring activities; prepares regular reports regarding progress/status of construction contracts under charge.
- Receives, evaluates and recommends approval for contractor pay requests and all change orders.
- Assists in preparation of bidding documents.
- Assists in shop drawing reviews. Assists in planning and scheduling construction projects.
- Participates in pre-construction meetings to review plans, specifications and permits.
- Coordinates activities with other existing utility companies as required, e.g., telephone, electrical, cable, gas.
- Receives, investigates, and provides resolution to customer complaints.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general

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public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

This position has no supervisory responsibility, however, will be responsible for enforcing contract specifications for non-County workers engaged in construction of utility infrastructure.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

High school diploma or general education equivalent (GED); with three years progressively responsible and knowledgeable experience in construction, construction administration, construction inspection, or operations of utility systems; or equivalent combination of education and experience.

Licenses

Valid Florida Driver License.

Certifications

Certification as either a C Treatment Plant Operator or Collection and/or Distribution system Operator, or the ability to obtain within one year of assignment.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret construction documents and regulatory agency permits.
- Ability to write daily reports and routine correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, percentages, area, circumference, and volume.

Problem Solving Ability

- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to interpret a variety of detailed complex and technical data and instructions furnished in written, oral, diagram, or schedule form.
- Ability to analyze existing field conditions, how such may impact construction and recommend field changes/alternatives.

Specialized Skills and Abilities

- Ability to work with engineers, contractors, and representatives of other utilities in administering the construction contracts of utility projects.
- Ability to read blueprints, understand and interpret construction drawings and specifications, resolve field conflicts, and use a computer to enter and retrieve data.
- Knowledge of water and wastewater system construction methods, equipment and materials.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate a computer, calculator, camera, valves, pumps, telephone, fax machine, as well as drive a vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; will regularly be required to lift up to twenty five pounds; and will frequently be required to talk or hear. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to excavations, construction equipment and vibration; and will frequently be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The typical noise level is loud.

Established: 06/03	Category: 7
Pay grade: 12	Status: NE
Job Description Number: 7070	Revised: 08/2010