

SENIOR UTILITIES CONSTRUCTION REPRESENTATIVE

MAJOR FUNCTION

This is a highly responsible position that administers all Utility Department construction projects, reviews plans for conformance to County standards, coordinates the work of Utilities Construction Representatives, acts as a liaison between County, contractors, regulatory agencies, other utility companies and consultants.

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.

- Acts as liaison between County, contractors, other utility companies, regulatory agencies and consultants to ensure a well coordinated construction project.
- Coordinates the work of Utility Construction Representatives assigned to various construction projects.
- Reviews plans prepared by consultants for conformance with County utility standards
- Conducts pre-construction and project status meetings with contractors and monitors project schedule and budget.
- Evaluates and processes pay requests and requests for field changes to project.
- Performs contract administration duties for multiple construction projects to include shop drawing review, inspections, observing equipment/materials testing and record keeping ensuring conformance with contract documents and regulatory agency permits.

SECONDARY FUNCTIONS

- Performs other duties as assigned.
- Provides assistance to Utilities Construction Supervisor.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service with members of the general public (and/or personal contact) other County employees, contractors, developers, consultants, other utility company representatives and representatives of regulatory agencies.

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SUPERVISION

This position has no supervisory responsibilities, however, will be responsible for coordinating the work assignments of Utility Construction Representatives and it is responsible for enforcing the contractual obligations of contractors performing work for the County.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

High school diploma or general education equivalent (GED); with five years progressively responsible and knowledgeable experience in construction, construction administration, construction inspection, or operations of utility systems. An associates degree in construction management may substitute for two years of 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.
- 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.

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- 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 analyze and resolve complex problems associated with utility structures and facilities.
- Ability to read blueprints, understand and interpret construction drawings and specifications, resolve field conflicts, and use a computer to enter and retrieve data.
- Considerable 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.

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

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will frequently be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The typical noise level is loud.

Established: 10/2005	Category: 7
Pay grade: 15	Status: NE
Job Description Number: 7072	Revised :