

Salary Schedule	MOU	Benefits
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UTILITY CONSTRUCTION COMPLIANCE SPECIALIST

DEFINITION

Under direction examines and evaluates utility systems and facilities construction and maintenance work; performs other related work as required.

EXAMPLES OF DUTIES

1. Reviews utility systems and facilities plans and specifications for contracted construction and maintenance work; participates in plan and specification development.
2. Examines and evaluates utility systems and facilities construction and maintenance work for conformance with engineering specifications and established standards; observes work in various stages of progress to ensure compliance.
3. Consults with, coordinates and monitors the work of contractors.
4. Reviews various plans, specifications, and reports, such as Underground Survey Alerts, and distributes to other divisions, departments, agencies or groups as warranted; ensures other departments, agencies and companies operations are not in conflict with City utility lines and facilities.
5. Advises interested parties including other City departments, citizens, private construction contractors, of City utility lines and facilities locations; makes field markings indicating underground City utility lines and facilities locations.
6. Examines various City utility facilities and performs/coordinates maintenance functions; performs and coordinates test of various scheduled equipment such as rubber glove sleeve, hot stick, and gas detectors. testing.
7. Maintains all related records and prepares various reports and summaries.
8. Performs field investigations; coordinates and assists with utility systems and facilities and related operational projects.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Three years of utility systems construction and maintenance experience including survey and compliance work.

Knowledge

Knowledge of the principles and practices of utility systems and facilities construction and maintenance; methods, materials, equipment and tools used in construction and maintenance of utility systems and facilities; policies and regulations governing the construction and maintenance of utility systems and facilities; safe work practices and procedures.

Ability

Ability to effectively examine and evaluate utility systems and facilities construction and maintenance work for conformance to plans and specifications and established standards; review and interpret applicable plans and specifications; interpret and apply related codes, ordinances and regulations; participate in plan and specification development; coordinate the work of contractors; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees, other departments and agencies, and the general public.

Special Requirements

Willingness and/or ability to respond to after-hours emergency calls as required.

Other Requirements

Possession of a valid Class A State of California Driver's License (or possession of a valid Class license at the time of employment and the ability to obtain Class A within six months of employment: and a satisfactory driving record as a condition of initial and continued employment. Employees in positions requiring Class A license are subject to provisions of the Department of Transportation's drug and alcohol testing program.