

**METROPOLITAN WATER DISTRICT OF SALT LAKE & SANDY
JOB DESCRIPTION**

Position Title: Field Inspector
Date: February 12, 2025

FLSA Status: Non-Exempt

Summary Statement of Overall Purpose/Goal of Position:

As a member of the Engineering Department and under the general supervision of the Right of Way Supervisor, performs various duties to ensure reliable use of District facilities and properties for their intended purposes.

Essential Duties:

- Reviews Blue Stakes of Utah 811 ticket information, marks utility locations, contacts excavators, provides positive electronic response, and attends construction meetings.
- Interfaces and corresponds professionally and effectively with landowners, contractors, developers, cities, and utility companies regarding use of aqueduct corridors.
- Monitors work performed within District land interests for compliance with District standards and approved drawings. Patrols District land interests for trespassing.
- Maintains familiarity of and assists with applications for third-party use of District land interests, including the preparation of agreements for use of District lands.
- Approves continuance of work progress or issues “stop work” notices based upon compliance to standards and project specifications.
- Inspects and identifies maintenance needs of District facilities while inspecting corridor. Reports any issues to appropriate department for follow-up.
- Makes responsible field decisions on construction activities that are in the District’s best interest and in accordance with District policies, procedures, and guidelines.
- Provides inspection-related services on District projects.
- Maintains and submits detailed inspection and construction daily reports.
- Maintains District vehicles, equipment, and tools in a clean and organized manner.
- Provides inspector on-call services.
- Complies with proper health and safety practices including using the required safety devices and proper PPE.
- Uses GIS equipment and software to capture spatial data, mark points of interest, and take notes.
- Performs all work in a safe and efficient manner, being considerate for personal safety as well as the safety of other employees in the workplace.
- Notifies their supervisor immediately of unsafe conditions and acts and reports all accidents to supervisor and/or department manager immediately.

Marginal Duties:

- Adjusts work schedule to accommodate contractors and District assignments as needed.

- Gathers monthly cathodic protection readings.
- Performs other related duties as assigned.

Minimum Qualifications:

Education and Experience:

- High school diploma or equivalent.
- At least two years underground utilities construction or inspection experience preferred.
- Experience with the District is preferred.

Certificates/Licenses:

- Valid Utah Driver's License.
- State of Utah Distribution Grade IV certification or ability to obtain within one year of hire.

Knowledge of:

- District Policies & Procedures, standard specifications, and standard operating procedures.
- General construction techniques and practices and construction management. Must be familiar with the current version of the APWA Construction Inspection Manual.
- Different land interest types including deeded easements and fee ownership and recognize the legal documents for each.
- District marking procedures, marking tools, and ticket management system.
- General safety measures and practices related to water utility and construction environments.
- Concepts in surveying, GPS, and GIS with the ability to understand the same.
- Computer programs including Microsoft Excel, Microsoft Word, Microsoft 365, and web- and app-based programs such as Trimble Mobile Manager and Field Maps.

Abilities/Skills:

- Operate and read pipe locating equipment.
- Read and understand construction documents.
- Understand general survey practices.
- Drive defensively and competently while avoiding hazards.
- Use good personal judgment and discretion in performing all job functions.
- Remain calm in crisis and emergency situations.
- Use discretion when handling and disseminating sensitive information.
- Have good written and effective verbal communication skills.
- Provide and receive constructive feedback.
- Adapt to changing technologies and environments.
- Comply with proper health and safety practices, rules, and regulations.

Other Requirements: Must maintain a cell phone for work use.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is regularly required to perform repetitive wrist, hand, and/or finger movements; sit; talk; hear; feel attributes of objects; grasp; walk; reach with hands/arms; stoop; kneel; crouch; crawl; stand; drive; push; climb; and/or balance.

The employee must lift weight or exert force as follows:

- Regularly (over 70%): 1 to 10 pounds
- Frequently (40% to 70%): 11 to 25 pounds
- Occasionally (15% to 40%): 26 to 75 pounds
- Rarely (less than 15%): 76 to 100 pounds

Specific vision abilities include:

- Clarity of vision at 20 feet or more and 20 inches or less and three-dimensional vision (ability to judge distance and spatial relationships).
- Identify and distinguish colors and adjust the eye to bring an object into sharp focus.
- Ability to see up and down or left to right while fixed on a point.

Concentrated attention required during a typical workday in order to accomplish the essential duties of this position.

Working Conditions:

Working conditions require moderate and occasionally strenuous physical activity. Travel to and from various District sites and training seminars is required. Moderate exposure to heat, cold, dampness, chemicals, fumes, dust, and noise. Regular off-road driving, driving on unpaved surfaces, and/or driving in storm (low-visibility, poor road condition) events. Frequent work performed in or near active roadways. Frequent exposure to stress as a result of human behavior and the demands of the position.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Prepared by: Sonya Shepherd Date: 2/12/2025

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