



Title:
Senior Construction Inspector

Level:
2

FLSA Status:
Non-Exempt

Division:
Administration

Department/Location:
Engineering

Employment Status:
Regular Full Time

SUMMARY

This position reports directly to the Chief Engineer and works in coordination with the Engineering Department staff and shall perform construction inspections, review construction contract documents, plans, and specifications pertaining to projects. Reviews project progress reports; resolves technical problems regarding projects, reviews construction contract modification requests for effect on the construction schedule and maintains current records of contract modification documents.

RESPONSIBILITIES

- Monitor daily progress of all ongoing construction projects, including coordinating progress meetings, review of all contractor quantities for progress payments, aid in conflict resolution and claims review.
- Review construction shop drawings for conformity to contract plans and specifications. Recommend changes and actions to be taken.
- Coordinate construction activities with Solid Waste and Wastewater departments when necessary.
- Assist in the preparation of engineering and construction contracts for bidding of Authority projects as required.
- Perform daily construction inspection including photo documentation and preparation of electronic inspection reports as required.
- Coordinate and attend NJDEP Interim inspections of projects involving State funding. Monitor and assist with documentation to NJDEP regarding the State funding of projects (NJ I-Bank).
- Assist in troubleshooting Wastewater and Solid Waste systems.
- Responsible for locating and marking out Wastewater piping for construction contracts.
- Responsible for the NJ One Call System including receipt of requests, routine mark outs, emergency mark outs (after normal working hours), filing, and follow up.
- Supervise all inspection staff (when departmental needs require additional inspectors) with responsibility for distribution of the field inspection assignments and oversight of third-party inspection.
- Responsible to adhere to current construction safety standards, complete training as new standards are released and assure that all contractors working on a project follow safe work practices.
- The Construction Manager/Chief Inspector shall be available 24 hours a day to handle emergencies, emergency mark outs and/or resolve construction disputes.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, and attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in Construction Engineering and 2 years of experience in heavy construction, or HS Diploma/GED and 6 years of experience in the engineering/construction management field

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver's license in good standing.
- Knowledge in wastewater treatment, pipeline, pump station and landfill construction a plus.

PREFERRED QUALIFICATIONS

- NICET certification
- OSHA safety courses

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title.

While performing the functions of this job the employee:



ACUA

Atlantic County Utilities Authority

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 25lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Occasionally ascends/descends ladders. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, load noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Must be able to work safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Must be able to work in all outdoor weather conditions.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>