



POSITION VACANCY NOTICE CITY OF KETCHIKAN

March 1, 2023

TITLE: Utilities Inspector			
DEPARTMENT:	KPU	DIVISION:	Water
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 am – 5:00 pm Flexible Hours
GRADE:	262 A-R DOQ	DUTIES:	See attached job description
HOURLY:	\$32.86 - \$42.32hr DOQ	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

Equivalent to the completion of the twelfth grade supplemented by specialized training in utilities inspection, civil engineering, or a related field; five years of increasingly responsible construction, inspection or utilities maintenance experience.

ADVERTISING REQUIREMENTS

Position is open until filled

WHERE: Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website and Specified On-line Sites

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

INSPECTOR -UTILITIES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, assists departmental engineers with projects in design, development, and project coordination; provides inspections of projects engineered and bid by outside consultants and contractors, as well as projects constructed by in-house staff for compliance with contract drawings, specification, applicable building codes and safety requirements; maintains records and prepares reports on projects inspected; and provides information and assistance to contractors, developers, engineers, and the general public in person, by telephone, or in the field.

The City of Ketchikan/Ketchikan Public Utilities owns and operates many public facilities. The Inspector assists the departmental engineers in all phases of the engineering and administration duties. The Inspector must perform these duties in a manner that reflects positively on the City of Ketchikan.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices .

1. Serves as a project inspector for construction projects to ensure compliance with the appropriate codes, ordinances, contract specifications and/or approved plans.
2. Assists engineers during the inspection and final acceptance of projects constructed by both outside contractors and in-house staff.
3. Inspects the installation of new materials, services and equipment to insure that they function properly and comply with contract drawings, specifications, applicable building codes, safety standards, and utility standards; inspects failed or old construction as necessary.
4. Serves as liaison to contractors and advises private property owners whenever the services of a qualified and licensed contractor are required to correct an existing deficiency within a project structure.
5. Assists in the review of plans and specifications and evaluation of bid proposals for projects.
6. Assists in the coordination of design and construction efforts of outside consultants and contractors for projects.

7. Provides assistance to contractors, engineers, and the general public on inspection policies and procedures.
8. Documents progress of projects by maintaining daily logs, reports, and photographs; acts on findings; prepares accurate drawings from daily field notes and verifies as-built construction.
9. Assists in designing and reviewing projects as assigned.
10. Coordinates and runs critical construction projects in house for the City of Ketchikan. Conducts routine snow plowing and deicing operations as directed.
11. Develops traffic control plans and implements plans as assigned.
12. Utilizes survey instrumentation to memorialize locations of constructed improvements.
13. Makes as-built drawings based on records of inspections.
14. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a utilities inspection program.

Methods and techniques used in the inspection of utility, bridge and roadway construction projects. Basic principles and practices of civil engineering.

Methods and techniques of conducting site and field inspections.

Methods and techniques of engineering plan review and analysis.

Principles, methods, materials, equipment, and safety hazards of construction.

Methods and techniques of detecting construction defects and faults.

Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned.

Methods and techniques of public relations.

Office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.

Principles and procedures of record keeping and filing.

Occupational health and safety standards.

Pertinent federal, state, and local codes, laws, and regulations including applicable electrical, safety, building, and plumbing codes.

Ability to:

Inspect utilities projects for conformance with plans and specifications. Understand and interpret maps, engineering plans, and specifications. Detect and locate faulty materials.

Interpret and apply laws, regulations, and codes including applicable electrical, safety, building, and plumbing codes.

Work under deadlines with frequent interruptions and a high degree of public contact by phone or in person, while maintaining professionalism.

Plan and organize work to meet changing priorities and deadlines.

Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.

Operate office equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.

Perform accurate and complex mathematical calculations.
Respond to questions and inquiries from a variety of sources.

Prepare and maintain records, drawings, and reports related to utility activities.
Coordinate activities with internal and external agencies, committees and contractors. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in public works inspection, civil engineering, or a related field.

Experience:

Five years of increasingly responsible construction, inspection or utility maintenance experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; regular interaction with staff, general public and other organizations; frequent contact with the general public, local, state and federal agencies and private consulting and contracting firms; occasionally deal with dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in a field and office environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 2-62
Union: Yes

FLSA: Non
Exempt

Date Approved: March 2011

Date Amended: (Johnson &
Associates)

Date Amended: May 2022

Human Resources Manager Approval

City/General Manager Approval

