

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

TEMPORARY UTILITY LOCATOR/RIGHT-OF-WAY INSPECTOR

Department:	Public Works	Sub-Department:	Engineering
Reports To:	Public Works Lead Inspector	Backed Up By:	Assigned Staff
Supervises:	None	Backs Up:	None
Pay Range:	\$18-\$25 per hr. DOE Mileage Reimbursement	Classification:	Temporary Seasonal April -- December
FLSA:	Non-Exempt	Project:	Phase 1: Homer Natural Gas Line Project 175-375-

GENERAL FUNCTIONS

The Locator/Inspector locates water, sewer, and drainage facilities within street right-of-way utilizing maps and electronic locating equipment; and monitors gas line installation to assure work is completed in accordance with the right-of-way permit. This position is for Phase 1 of the Homer Natural Gas Line Project.

JOB FUNCTIONS AND MAJOR ACTIVITIES

1. Operates electronic locator equipment to accurately locate and mark underground water, sewer and drainage facilities. Performs light excavation with hand tools.
2. Reviews and interprets utility as-built maps and drawings. Operates a laptop computer utilizing ArcView GIS software to view as-built utility information.
3. Inspects gas line installations to insure that the work is in conformance with approved right-of-way permit, makes field measurements, and confirms work area is returned to its preconstruction condition.
4. Effectively communicates City concerns to the Contractor.
5. Submits all reports in a timely manner; including but not limited to project inspection reports and mileage reports.
6. Communicates with the public in a friendly and courteous manner while maintaining a helpful, professional attitude.
7. Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

Must have reliable personal transportation to and from the job site, a valid Alaska driver's license. Experience using electronic locator equipment preferred. Knowledge and experience reading and interpreting utility construction and record drawings. Knowledge of underground utility construction preferred. Basic computer skills required, familiarity with ArcView GIS software preferred. The ability to organize work, record work site conditions, and communicate well with contractors is required. Working knowledge of municipal ordinances related to work within street right-of-way, engineering plans and specifications is required. Two years minimum experience as an inspector on municipal construction projects is desired. High School Diploma or GED required.

DECISION MAKING RESPONSIBILITIES

Requires independent judgment in inspecting and monitoring construction projects. Activities are a high source of potential liability to the City.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

High contact with general public. Moderate to high frequency with key service personnel. Low frequency of contact with key city personnel and government officials. Infrequent attendance required for presentations/attendance at public meetings.

WORKING CONDITIONS

Can be high stress at peak construction season. May require inspecting multiple crews simultaneously. Requires substantial organization and prioritization of workload. Moderate frequency of exposure to hazardous working conditions and moderate to high frequency of exposure to adverse weather conditions. Overtime, including weekend work, may be required.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature

Date

Supervisor Signature

Date

HR Director Signature

Date

City Manager Signature

Date