



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

Fax (276) 223-4515

Position: Resident Project Representative – Inspector

Department: Water Department – Capital Projects

Reports To: Water/Waste Water Director

Location: Wytheville

FLSA Status: Non-Exempt

Full-time/Part-time: Part-time – Temporary

Seasonal: No

Posted Until: Until Filled

Summary

The positions will be Temporary Part-Time positions. The projects will range in time for approximately six to twelve months.

Experience with water and wastewater utility line construction is preferred but not required. Inspectors must be familiar with reading construction plans and specifications. Inspectors must be able to communicate clearly with all stakeholders involved in the project.

The inspector will be responsible for observing daily activities on construction projects, ensuring all work done complies with the Engineer's plans and specifications. Inspectors will also be required to create daily reports and submit them to the project manager.

Work Schedule

- Schedule dependent on the Contractor's work schedule, but generally Monday – Friday 8:00 a.m. – 5:00 p.m.

Essential Functions

- General: RPR's dealings in matters pertaining to the Work in general shall be with the Engineer and the Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of the Contractor.
- Ensure all work is in compliance with plans and specifications.
- Clearly communicate with the project manager, contractors, and county residents.
- Consult with the Engineer in advance of scheduled inspections, tests, and systems start-ups.
- Observe, record, and report to the Engineer appropriate details relative to the test procedures and systems start-ups.
- Record daily all work quantities completed and installed, and verify with the on-site project Forman.

- Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- Familiarity with VDOT Work Area Protection Standards.
- Upon request from Owner/Engineer, photograph or video the work in progress or site conditions.
- Review payment application for accuracy and compliance.
- Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by the Contractor and consult with Owner/Engineer concerning acceptability of such schedules.
- Conferences and Meetings: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate, prepare and circulate copies of minutes thereof.
- Safety Compliance: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.

Liaison:

- Serve as Owner/Engineer's liaison with Contractor. Working principally through the Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
- Assist Owner/Engineer in serving as a liaison with Contractor when Contractor's operations affect Owner's On-Site operations.
- Assist in obtaining from the Owner additional details or information, when required for proper execution of the Work.
- Clarifications and Interpretations: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Owner/Engineer regarding such RFIs. Report to Owner/Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as a result of a Contractor RFI or otherwise. Transmit Owner/Engineer's clarifications, interpretations, and decisions to Contractor.

Shop Drawings and Samples:

- Advise Owner/Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.

Proposed Modifications:

- Consider and evaluate the Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations,

to Owner/Engineer. Transmit Owner/Engineer's response (if any) to such suggestions to Contractor.

Review of Work; Defective Work:

- Report to the Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed, and replaced, or accepted as provided in the Construction Contract Documents.

Knowledge, Skills, and Abilities

- General knowledge of the tools, materials, and equipment used in the installation, replacement, maintenance, and repair of utility lines.
- General knowledge of a variety of tasks involved in the installation, maintenance, repair, and replacement of utility lines and appurtenances.
- Ability to establish and maintain effective working relationships with associates, contractors, and the public.

Education and Experience

- High school diploma or GED.
- Moderate experience in the maintenance, repair, and/or construction of water and sewer lines and related facilities, and/or an equivalent combination of education and experience.

Special Requirements and Job Development

- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license
- Obtain VDOT Flagger certification.

Physical Requirements

- This work may require exertion of up to 50 pounds of force.
- Work frequently standing and walking and occasionally requires sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting, and repetitive motions.
- Work requires close vision, distance vision, the ability to adjust focus, and color perception.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work frequently requires exposure to outdoor weather conditions and working in wet or muddy conditions.

- Work is generally in a moderate to noisy location (Heavy equipment, light traffic) within VDOT Right-of-Way or Utility Easements.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.