

## **CONSTRUCTION SUPERINTENDENT**

### **GENERAL STATEMENT OF RESPONSIBILITIES**

This position is responsible for overseeing and inspecting construction activities in the repair, installation, and extension of the District's wastewater collection and reclaimed water distribution systems and their components. The incumbent is guided by policies and assignments received from the District Manager and/or Department Manager but is carried out with considerable independent judgment in accomplishing the work. This position will report directly to the District Manager. This is a District safety-sensitive position in accordance with Arizona law.

### **EXAMPLES OF DUTIES TO BE PERFORMED**

1. Coordinate and inspect the work of outside contractors and vendors in the maintenance and repair of the District collection system to determine compliance with District standards and approved construction plans and specifications.
2. Makes frequent inspections of construction projects to ensure compliance with plans, specifications, and District policies.
3. Monitor construction projects for compliance with applicable federal, state, and District regulations.
4. Perform easement inquiry and conflict inspections as required.
5. Assists with the creation and revision of standard District inspection forms, and inspection procedures.
6. Assists in the training of collection system operators (I, II, III, and IV) in the procedures and methods of construction inspection activities.
7. Prepare construction progress inspection reports, project punch lists, substantial completion, and final acceptance letters.
8. Maintains project files, including complete and accurate records of construction and rehabilitation projects.
9. Notifies other utilities and Town agencies when their facilities will be affected by construction on District facilities.
10. Conducts and/or participates in preconstruction conference with representatives from contractors, sub-contractors, utilities, and Town officials.
11. Responds to resident complaints and requests for more information regarding collection system construction projects.
12. Abides by and implements the District's safety programs as applicable to area of responsibility.
13. Performs other duties or special projects as assigned.

## REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.
2. Knowledge of construction practices and techniques.
3. Knowledge of the methods, materials, tools and equipment used in the maintenance, inspection, repair, and installation of wastewater collection system and pump station components.
4. Knowledge of District, Town, County, and State requirements for the construction, inspection, and acceptance of public sewers.
5. Knowledge of the occupational hazards in wastewater conveyance, pumping, and construction and the safety measures to be implemented.
6. Knowledge of the hazards and applicable safety rules and precautions in equipment operation and construction safety.
7. Knowledge of blue stake requirements.
8. Knowledge of traffic laws, ordinances, and rules involved in equipment operation.
9. Ability to prepare thorough and accurate reports and keep records in accordance with District policies.
10. Ability to interpret and work from blueprints and engineering sketches.
11. Ability to establish and maintain good working relations with other employees, outside contractors, engineers and vendors, other public and utility agencies and the general public.
12. Ability to communicate effectively and professionally with customers and contractors.
13. Ability to work independently.

## REQUIRED TRAINING AND EXPERIENCE

This position requires a minimum of seven (7) years' experience in the combined areas of field inspection of construction related activities of public works projects, and the operation and maintenance of wastewater collection systems. An equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be considered.

## ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment physical and drug test.
2. Must possess a valid AZ driver's license with a good driving record. An AZ Commercial Driver's License (CDL) is desirable.
3. A Certification of Wastewater Collection System (at any grade level) from Arizona Department of Environmental Quality is required