

**PUBLIC WORKS
DEVELOPMENT AND INSPECTION SPECIALIST**

NATURE OF WORK

The Development and Inspection Specialist is responsible work in technical plan review and inspection of public works facilities to ensure compliance with codes, ordinances, plans, specifications, permit processing, and improvement agreements.

Work in plans review includes review and approval of commercial/industrial and multifamily dwelling site plans, and franchise utility plans. In addition, the work includes responsibility for processing fees/permits and SDC's, for interpretation of FEMA flood insurance rate maps, for processing fire flow data, and for responding to public inquiries relating to development review technical issues and processes.

Work in inspection includes technical inspection of the construction of public works facilities, the connection of private facilities to the public works facilities, and the use and repair of public facilities by those franchised to occupy the public right-of-way. Technical inspection involves visual, on-site inspections of developments; conducting and analyzing field and laboratory test results for compliance with standards; interpreting plans and specifications to field conditions and development progress; monitoring and confirming costs related to construction; approving work for compliance; and documenting inspection activity.

Incumbents have extensive contact with contractors, the public and utility companies in providing technical information and in achieving compliance with a variety of regulations. Under general direction of an administrative supervisor, an incumbent of this classification exercises independent judgment and initiative in review, inspection and approval of plans and/or construction.

The Development and Inspection Specialist differs from Engineering Technician III by having a greater level of authority to interpret and enforce codes and ordinances including issuing stop work orders. This series differs from the Building Inspector series by the focus on infrastructure rather than on residential and commercial building construction, which requires a broad range of State certifications.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

PLANS EXAMINING

Commercial/Industrial and Multifamily Dwelling Site Plan Review and Approval: Review and approve storm detention designs and calculations submitted by Engineers or Architects for compliance with the design standards. Apply Salem Revised Code (SRC) requirements for all construction within the public right-of-way, and within flood plains; determine if traffic improvements are required and calculate the proper dedication and improvement allowed; review option for deferral of improvements; review private development plans that may incorporate both Uniform Plumbing Code (UPC) standards and City Design Standards.

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Franchise Utility Plans Review: Review and approve all plans submitted by franchise companies for major work within the public right-of-way for compliance with City and State codes; maintain database for all permits issued by the City to franchise companies; represent the City at the Utilities Coordinating Council meetings once per month.

Fees/Permits and SDC's: Within determined system development charges, set up installment request form if contractor selects this option; through PW records section, confirm if connection fees are required, set water meter fee, approve storm and sewer connections, approve driveway location and widths; review land use actions to determine conditions of approval required; and provide code section interpretation as requested by public, other departments, or agencies.

FEMA flood Insurance Rate Map Interpretation: For development support or for insurance purposes, interpret FEMA maps and other available information to determine need for Excavation/Fill Permit, preparation of flood plain development permits and elevation certificates, and to answer public inquiries regarding flood zones.

Fire Flows: Working with the City's Fire Department, sprinkler system companies and developers, assist contractors and developers with understanding how various water lines may effect their development location based upon where the fire flows were taken; receive request for data, prepare permit application, send to shop to run data and calculate results received, maintain the information on a Citywide map and notebook.

Public Inquiries and Development Assistance: Working with local agencies, developers, contractors, inspectors, City and other governmental agency staff, answer questions regarding compliance issues such as improvement agreements, right-of-way dedications, assessments, storm water, driveway access, utility locations, Public Works improvement fees, flood plain zoning, etc.

INSPECTION

Inspect residential, commercial, industrial, and public facilities for cross-connection hazards. Prepare monthly correspondence notifying owners of facilities with backflow prevention devices when device tests are required. Perform backflow prevention device tests for public facilities. Maintain computerized records of device installations and test results. Inspect residential, commercial, and industrial sanitary sewer and storm drain permit construction work for appropriate materials and workmanship on private property and public right-of-way. Inspect new and existing building sanitary sewers for the prevention of Infiltration and Inflow. Provide accurate as-built records of connections. Respond to customer inquiries concerning building sewer conditions. Inspect franchise utilities for appropriate separation and depth from public utilities. Prepare municipal ordinance and state code enforcement correspondence to the public and contractors which includes correction notices.

Inspect construction of public improvements for compliance to contract plans and specifications. Work with design engineer for design modifications or resolution for problems that may occur during construction. Respond to public inquiry concerning construction work, monitor construction for quality assurance, project schedule, public

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safety concerning traffic control and prevention of water contamination. Issue change orders for lesser amounts of money referring significant change orders and recommendations to the project design engineer. Work with contractor in gaining compliance with construction standards. In the field, monitor construction progress by viewing progress, field conditions, construction materials and workmanship. Perform a variety of field tests for compliance with construction standards. Determine on a daily basis whether construction is in compliance with standards. May issue stop-work orders if conditions of construction are a hazard to public's safety. Review contractor submitted costs and verify appropriateness prior to design engineer's approval. Maintain written records of construction progress and compliance. Prepare or check as-built drawings after construction is completed.

Inspect sanitary sewer and storm drain connections from a development to an approved point of disposal for compliance with appropriate codes and regulations, and appropriate materials and workmanship; monitor connection tests; respond to customer inquiries concerning sewer line conditions; and maintain accurate records of connections.

Perform a variety of miscellaneous inspections such as street cut inspections, sidewalk construction and repairs, parking lot inspections, landfill inspection, compaction testing, and franchise utility inspections. Work requires interaction with other utility agencies, police and fire emergency personnel, contractors, business owners and the general public in an advisory or enforcement role. May train or direct the work of others.

Performs other related work as required.

WORK QUALIFICATIONS

Positions within this class require certification by the State of Oregon as a Limited Plumbing Inspector, Cross Connection Inspector and Tester as well as the ability to obtain other related certificates as the job may require. A nuclear density gauge certificate may be required of some positions.

Considerable experience in construction, or inspection programs; an Associate degree in water/wastewater technology or civil engineering; or any equivalent combination of experience or training which provides the following knowledge and abilities:

Thorough knowledge of

- components, devices, techniques, and other design elements involved in utility connections and services and their interrelationship to each other.

Considerable knowledge of

- materials and equipment used in treatment, discharge, and control of industrial, commercial, and residential wastes.
- inspection methods, sampling, and testing procedures used in obtaining and testing sewage and industrial wastes and the related hazards.

Knowledge of

- laws, regulations, and ordinances concerning pollution control and industrial waste disposal into sewer and storm drain system including franchise utilities or ability to obtain that knowledge during probationary period.

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Ability to

- Use modern office equipment including information entry and retrieval from personal computers.
- comprehend technical written materials and laboratory reports.
- read and interpret construction plans and specifications, draw sketches, read maps, and perform mathematical calculations.
- prepare clear and concise reports, maintain accurate records, and make recommendations.
- explain laws, regulations, and ordinances to contractors and the public, and establish and maintain effective working relationships with other City employees, representatives of commercial and industrial firms, and State regulatory agencies.
- open manhole lids weighing 70 to 150 pounds using a hand hook or other appropriate equipment and to do frequent lifting of up to 25 pounds.

Possession of a valid Oregon driver's license or Class C driver's license and ability to meet the City's driving standards or alternate methods to move from one construction site to an other each work day efficiently.

Work involves office and field settings. Office work involves use of personal computers, reviewing plans, drawings, etc., preparing correspondence. Field work occurs on an on-going basis in all types of weather and moving between several sites within the same day. Inspection involves moving in construction areas around heavy equipment and traffic, uneven surfaces, moving in subterranean locations to locations several stories high.

Human Resources Director
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