



ROGUE VALLEY
SEWER SERVICES
CLEAN WATER - HEALTHY COMMUNITIES

ORGANIZATION:	Rogue Valley Sewer Services
POSITION:	Full Time
LOCATION:	Central Point, Oregon
DEPARTMENT:	Engineering
JOB TITLE:	Inspector
WAGE RANGE:	\$57,624.00 – \$71,364.00 (Annually)

PURPOSE OF POSITION: Provide construction inspection for public sewer mains, sewer service lines, stormwater management facilities, and temporary erosion and sediment control plans within RVSS jurisdictional sewer and stormwater (MS4) boundaries.

ESSENTIAL JOB FUNCTIONS:

Sewer Collection System Inspection:

- Inspect and verify all aspects of sewer collection system installations are in accordance with approved construction drawings, contract documents, and regulatory standards and specifications.
- Maintain a thorough understanding of regulatory structures, applicable standards and specifications. Regulatory agencies and standards include the following without limitation; DEQ standards for common sewer design and construction, Oregon Specialty Plumbing Code, ODOT Standard Specifications, RVSS sewer construction standards, Rogue Valley Stormwater Quality Design Manual.
- Verify compliance with RVSS construction drawings and contract documents in the completion of RVSS capital improvement projects.
- Maintain daily inspection reports for capital improvement projects which include descriptive records of equipment and personnel used, payable construction quantities, pictures of construction and site conditions, etc...
- Coordinate work with utilities, private property owners, and other governmental agencies which may be impacted by various construction projects.
- Attend pre-construction and pre-design meetings.
- Coordinate and schedule all testing of new sewer installations.
- Review as-built AutoCAD drawings for accuracy, perform as-built surveys, and update AutoCAD record maps.

Sewer Service Line Inspection:

- Inspect and verify new sewer service tap and lateral installations are in compliance with the Oregon Specialty Plumbing Code and RVSS specifications.
- Plot/draw new service lines on AutoCAD record maps.

Stormwater Inspection:

- Inspect and verify stormwater facility installations are in accordance with the approved construction drawings, contract documents, and regulatory standards and specifications.
- Provide onsite temporary erosion and sediment control inspections; issue warnings and violation notices as needed.
- Attend 1200c and 1200cn pre-construction meetings.
- Verify temporary erosion and sediment control measures are installed in accordance with construction plans.
- Identify and respond to illicit discharge issues and complaints.

AUXILIARY JOB FUNCTIONS:

- This position is expected to independently coordinate and maintain a weekly schedule to complete responsibilities within allowable time frames.
- Assist other departments to determine verification of SDC charges, billing information, fixtures counts, and other in the field related information.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

- Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with staff, other organizations and the general public.
- Other duties as assigned: Employees in this position may be called upon to perform a variety of permit-related clerical tasks, construction tasks, or maintenance tasks.

JOB QUALIFICATION REQUIREMENTS:

- Must have a strong work ethic and be self-motivated.
- Must have strong interpersonal skills with the ability to operate independently and within a team environment.
- Must have a thorough knowledge of infrastructure construction methods and safety procedures as applied to the development and construction of sanitary sewer and stormwater systems.
- Must have experience conducting field inspections of public works projects. General knowledge of mathematics, civil construction documents and specifications, excel and word software, field/office engineering instruments including AutoCAD and GIS.
- This is a safety sensitive position subject to random drug testing.

Special Requirements/Licenses:

- Limited plumbing inspector (or equivalent) by the State of Oregon or ability to obtain within 120 days of hire date.
- Erosion Control Inspector Certification within 120 days of hire date.
- Valid Oregon driver’s license.
- First Aid/CPR Certification within 120 days of hire date.

Desirable Certifications and Skills:

- State of Oregon wastewater collection and/or treatment certifications
- Work Zone Traffic Control
- Bilingual (Spanish/English)

CORE COMPETENCIES:

RVSS has identified the following core competencies as essential for success in this position.

- **Integrity:** Must think and act ethically and honestly. Apply ethical standards of behavior to daily work activities. Take responsibility for own actions and foster a work environment where integrity is rewarded.
- **Mission Focus:** Must understand and support RVSS’ mission its core purpose for being. Believe in the mission, value it, and be committed to it. Communicate it to staff, stand behind it, and interpret its applications for others. Frequently refer to the mission and incorporate it into daily activities.
- **Functional/Technical Expertise:** Be knowledgeable and skilled in a functional specialty. Add organizational value through unique expertise in a functional specialty area. Remain current in their area of expertise and serves as a resource in that area for the organization.
- **Results Orientation:** Maintain appropriate focus on outcomes and accomplishments. Be motivated by achievement, and persist until the goal is reached. Convey a sense of urgency to make things happen. Respect the need to balance short and long term goals. Be driven by a need for closure.
- **Industry Knowledge:** Understand the general workings of the industry within which the organization functions. Monitor activities and trends within these arenas and maintains a current knowledge base. Use this knowledge to further the organizations goals.
- **Diplomacy:** Be perceptive to social cues in the environment. Recognize personal agendas. Have skill at handling situations without causing hostility, be able to navigate the political waters of the organization.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing

up to 80 pounds. Manual dexterity and coordination are required over 50% of the work period while operating field engineering equipment, computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Approximately 70% of the work period takes place outdoors with exposure to all environmental conditions. The remaining work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the District Engineer and with engineering, stormwater, and operations and maintenance staff.