



Job Description – Utility Infrastructure Inspector

Location: Whitestown, IN

Full/Part Time: Full Time

Regular/Temporary: Regular

Reports to: Inspections/Street Dept. Superintendent

Job Purpose:

Under indirect supervision, Utility Infrastructure Inspector performs a variety of duties required for the proper inspection of water, sewer, street, and other infrastructure for the Whitestown Public Works Department.

Essential Duties and Responsibilities:

Duties may include, but are not limited to, the following examples.

- Inspect construction work on water, sewer, and street infrastructure. Ability to document compliance to construction standards and specifications
- Complete and maintain records of field observations, including daily reports outlining the work performed, as well as field measurements and computations.
- Participates in technical review of development plans to ensure conformity to Whitestown standards and specifications.
- Attends and participates in pre-construction meetings.
- Inspects work in public right of way.
- Performs infrastructure walk through and develops punch list as required.
- Works resolve conflicts with construction installation.
- Ability to utilize GIS equipment to mark assets.
- Ability to review as-builts and GIS for accuracy.

- Maintains shop, storage sites, equipment, tools, vehicles, and other work areas or equipment in a clean and orderly condition.
- Ability to work occasional overtime, weekends, and holidays.
- Maintain a valid Indiana driver's license.
- Assist other Public Work's personal as required; including, but not limited to salting, plowing, and infrastructure repair.
- Performs other duties as assigned.

Education, Knowledge, and Skills:

- Knowledge of construction installation for water, sewer, and street infrastructure.
- High school diploma or equivalent.
- Knowledge of basic safety practices related to the work.
- Knowledge of basic computer applications related to the work.
- Knowledge of basic mathematics.
- Knowledge of safe driving rules and practices.
- Ability to safely use vehicles, tools, and equipment related to the work.
- Ability to interpret and explain regulations, policies, and procedures.
- Ability to make accurate mathematical calculations.
- Ability to read maps, manuals, and specifications.
- Ability to maintain accurate logs, records, and basic written records of work performed.
- Ability to understand and follow oral and written instructions.
- Ability to organize own work, set priorities, and meet critical time deadlines.
- Ability to establish, maintain, and foster positive and effective working relationships with Town employees.

License/Certificate:

- Possession of a valid state driver's license.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must possess:

- Mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate various hand tools, to operate various power tools and construction equipment, and to operate a motor vehicle.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

- The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate above-mentioned tools and equipment.
- Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect worksites.
- Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75pounds, or heavier weights with the use of proper equipment.

Work Environment:

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing Town policies and procedures.

Please send applications and resumes to Katie Barr at Kbarr@whitestown.in.gov