

City of McAllen

Job Description



Job Title: Utility Engineering-Utility Construction & Inspection Workman I

Effective Date: 11/14/2023	Revised Date:
Department: Utility Engineering	Supervises (number of employees): 0
Classification(Exempt/Non-Exempt): Non-exempt	Pay Basis (Hourly/Salary): Hourly
Reports to: Utility Engineer	Pay Status (Full Time/Part Time): Full Time
Approved By:	Pay Frequency: Bi-weekly
Job Grade: 110	Rate of Pay: \$19.5183 hourly -

Job Description

Under the Direct Supervision of the Utility Engineer, the Construction & Inspection Workman will perform a variety of duties related to water and wastewater infrastructure ranging from inspection of existing and/or proposed water and wastewater facilities to installation/construction of infrastructure. Infrastructure includes but is not limited to pipes, valves, fire hydrants, manholes, services, pump stations and specialized process equipment at water and/or wastewater treatment facilities.

Job Responsibilities

1. Reviews construction plans & specifications.
2. Checks material used on-site vs material specified in construction plans and specifications.
3. Maintains records of material and/or contractor quantities and field logs.
4. Documents field changes to plans and specifications.
5. Coordinates construction activity with contractor, engineer, developer and other utility companies.
6. Performs inspections and/or construction activities and will report on a daily basis to Workman IV as the supervisor on site.
7. Operates Heavy Machinery to assist in Trenching for Pipe Installation and other infrastructure placement.
8. Performs hand digging, construction and installation of infrastructure such as pipes, valves, fire hydrants, manholes, services, pump stations and specialized process equipment at water and/or wastewater treatment facilities.
9. Other duties as assigned.

Knowledge, Skills and Abilities

1. Job requires an accredited high school diploma or GED equivalent.
2. Position requires a minimum of 3 years of experience in general civil infrastructure construction. The experience may have been achieved at either a Municipal Inspector Position and/or a Private Sector Constructor.
3. Position requires at least three (3) certifications or training courses from the following list or the ability to obtain within 12 months from hire:
 - ATSSA Construction Inspector Certification
 - ATSSA Certified Traffic Control Supervisor Certification
 - ATSSA Certified Traffic Control Technician Certification
 - ATSSA Certified Work zone Safety Inspector Certification
 - TEEX Underground Utilities Course
 - TEEX Water Utilities Safety
 - TEEX Excavation, Trenching and Soil Mechanics
 - TEEX Basic Duties and Responsibilities of Inspectors Course
 - TEEX Construction Supervisor Development Course
 - Confined Space Certifications
 - Haz-mat Certifications
 - Heavy Equipment Certifications

- Commercial Drivers License
- 4. Job requires a current, valid Texas Class C driver's license. However, a commercial drivers license is preferred.
- 5. Employee must be able to interpret design data from engineering plans and specifications.
- 6. Employee must be able to assertively and tactfully handle situations that arise in the field and be able to concisely, and effectively communicate field conditions and directives.
- 7. May require attendance at required seminars and continuing courses.
- 8. Must have the ability to perform effectively with little supervision in various work situations having deviations and irregularities.
- 9. Must have basic level computer skills and be familiar with Microsoft Office software.
- 10. Familiarity with construction surveying equipment, standard Utility Trenching Requirements, PVC Pipe Installation Procedures, Fiberglass Manhole Installation Procedures, Traffic Safety Implementation Procedures and Heavy Duty Equipment Operator experience is preferred.

Physical Demands

1. Physical effort involves walking on construction sites, driving and climbing.
2. Work is primarily outdoors. Construction hazards exist that may result in lost time, accident, exposure to soiling of clothing and skin surfaces. Work involves normal weather changes.
3. Lifting of heavy material is occasionally expected.

Additional Information

1. This position is Safety Sensitive subject to random drug and alcohol testing.
2. This position will primarily work between the hours of 8:00 am – 5:00 pm. However, it will occasionally require work after normal hours including evenings and weekends.

Disclaimer

This job description summarizes essential job functions and minimum job requirements for entry level work and typical duties illustrative of the type of work customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of McAllen are employment at will positions. Job descriptions are subject to periodic updates and modifications. The City reserves the right to change work assignments and other aspects of a job. The City of McAllen is an Equal Employment Opportunity Employer, and does not tolerate unlawful discrimination or harassment based on race, color, sex, religion, national origin, age or any other protected status under applicable federal, state or local laws.