

# Inspector

Location: 4610 Beecher Rd, Flint, MI 48532

**Applications are required for consideration for this position.** Resume Submission alone is not an application for a position. An individual **must** complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is 1 opening for an Inspector at Genesee County Water and Waste Services in Flint, MI. Duties include:

- Monitors the utility construction and other types of associated construction work for compliance with approved plans, specifications, and acceptable construction practices and procedures.
- Coordinates and observes various tests, makes reports and maintains records pertaining to construction projects under the general supervision of a designated supervisor.
- Performs technical and skilled work in the field and/or office involving the management and enforcement of soil erosion and sedimentation control (SESC) requirements on construction projects as well as construction and engineering work.
- Reviews project plans and specifications to become familiar with projects and to prepare an inspection schedule for utility projects.
- Inspects materials and inventories of materials, reviews construction work for compliance with plans and specifications.
- Marks construction drawings and participates in preparation of as-built drawings for Division records.
- Prepares reports and various correspondence.
- Checks pay estimates for accuracy.
- Inspects construction progress at assigned sites and monitors compliance with construction, soil erosion, and other permits.
- Responsible for the technical training of other Inspectors or other Employees in construction techniques as directed under the direction of the Construction Supervisor.
- Reviews projects for accuracy, tracks, and files technical documents during the construction phase.
- Handles assignments for other Inspectors when necessary.
- Schedules utility construction activity with various departments and contractors.
- Obtains property owner's preferred location for house connections.
- Creates inspection reports and reviews reports and monitors the work of other Inspectors as directed.
- Coordinates data collection from field with the GIS Group as directed by the Construction Supervisor.
- Conducts final inspection of water and sewer and construction facilities as Directed by the Construction Supervisor.
- May coordinate and attend pre-construction meetings in Supervisor's absence (U-7 level only).
- Evaluates existing conditions on construction projects and issues reports. Upon direction of Management, issues and enforces, "Cease and Desist" Orders and other regulatory activity.
- Performs any other work related to the classification.

## **MINIMUM QUALIFICATIONS**

- Must possess and continuously maintain a valid Michigan driver's license, as well as qualify to drive a Division vehicle in compliance with the Division Driver Policy.
- Must be able to work in confined spaces and outdoors under varying climatic conditions.
- Must be able to walk over rough terrain and climb ladders and stairs.
- Graduation from a high school or equivalent G.E.D.
- Associates Degree in Civil Engineering, Construction Technology, Surveying, or Applied Science from an accredited College or University is preferred. The Employer may, at Employer's discretion, elect to substitute work experience (minimum of 1 year), such as underground construction, scheduling, utility management, site development, or underground utility inspection with a testing agency or governmental agency, for the above-described educational experience.
- Must be able to lift a minimum of fifty (50) pounds.
- Must have color vision.

**WAGE SCALE:**

- U-5 ENTRY LEVEL: No certification required. Must have at least 1 year of experience.
- U-6 CERTIFIED: Must have both the State of Michigan (EGLE) Construction Soil Erosion Sedimentation Control Certification and State of Michigan (EGLE) Construction Site Storm Water Operator License. Must have an Associate's Degree as indicated above or 4 years' experience.
- U-7 SENIOR LEVEL: Must have certification and licensing per U-6 above along with an Associate's Degree or 10 years' experience

<b>2025</b>	<b>START</b>	<b>6 mo</b>	<b>1 yr</b>	<b>2 yr</b>	<b>3 yr</b>	<b>4 yr</b>	<b>5 yr</b>	<b>7 yr</b>	<b>12 yr</b>	<b>17 yr</b>
<b>U-5</b>	\$27.90	\$28.92	\$29.43	\$29.94	\$30.45	\$30.96	\$31.98	\$32.74	\$33.52	\$34.54
<b>U-6</b>	\$29.43	\$30.45	\$30.96	\$31.47	\$31.98	\$32.49	\$33.72	\$34.27	\$35.05	\$36.07
<b>U-7</b>	\$30.96	\$31.98	\$32.49	\$33.00	\$33.51	\$34.02	\$35.25	\$35.80	\$36.58	\$37.60

Applications shall be mailed to:  
Genesee County Water and Waste Services, Attn: HR  
4610 Beecher Rd, Flint, MI 48532  
Applications can be e-mailed to: [hr@gcdcwws.com](mailto:hr@gcdcwws.com)

**Position open until filled**  
**Applications must either accompany or follow resume submission**

**NO PHONE CALLS. EEO.**

## INSPECTOR

### MINIMUM QUALIFICATIONS

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3. Must be able to walk over rough terrain and climb ladders and stairs.
4. Graduation from a high school or equivalent G.E.D.
5. Associates Degree in Civil Engineering, Construction Technology, Surveying, or Applied Science from an accredited College or University is preferred. The Employer may, at Employer's discretion, elect to substitute work experience (minimum of 1 year), such as underground construction, scheduling, utility management, site development, or underground utility inspection with a testing agency or governmental agency, for the above-described educational experience.
6. Must be able to lift a minimum of fifty (50) pounds.
7. Must have color vision.

### GENERAL STATEMENT OF DUTIES

- Monitors the utility construction and other types of associated construction work for compliance with approved plans, specifications, and acceptable construction practices and procedures.
- Coordinates and observes various tests, makes reports and maintains records pertaining to construction projects under the general supervision of a designated supervisor.
- Performs technical and skilled work in the field and/or office involving the management and enforcement of soil erosion and sedimentation control (SESC) requirements on construction projects as well as construction and engineering work.
- Reviews project plans and specifications to become familiar with projects and to prepare an inspection schedule for utility projects.
- Inspects materials and inventories of materials, reviews construction work for compliance with plans and specifications.
- Marks construction drawings and participates in preparation of as-built drawings for Division records.
- Prepares reports and various correspondence.
- Checks pay estimates for accuracy.
- Inspects construction progress at assigned sites and monitors compliance with construction, soil erosion, and other permits.
- Responsible for the technical training of other Inspectors or other Employees in construction techniques as directed under the direction of the Construction Supervisor.
- Reviews projects for accuracy, tracks, and files technical documents during the construction phase.
- Handles assignments for other Inspectors when necessary.
- Schedules utility construction activity with various departments and contractors.
- Obtains property owner's preferred location for house connections.
- Creates inspection reports and reviews reports and monitors the work of other Inspectors as directed.
- Coordinates data collection from field with the GIS Group as directed by the Construction Supervisor.
- Conducts final inspection of water and sewer and construction facilities as Directed by the Construction Supervisor.
- May coordinate and attend pre-construction meetings in Supervisor's absence (U-7 level only).
- Evaluates existing conditions on construction projects and issues reports. Upon direction of Management, issues and enforces, "Cease and Desist" Orders and other regulatory activity.
- Performs any other work related to the classification.

### STATEMENT OF TASKS

- Measures distances to verify accuracy of dimensions of structural installations and layouts. Verifies levels, alignment, and elevation of installations.
- Inspects work in progress to ensure that proper procedures are followed and materials used conform to specifications.

- Prepares samples of materials for laboratory testing.
- Inspects workmanship of finished installations for conformity to standards and specifications.
- Reviews construction drawings and specifications with contractor and discusses deviations from specified construction procedures to insure compliance with regulations governing construction. Records quantities of materials received and/or used during specified periods.
- Prepares graphs, sketches of construction installations, deviations from construction drawings for possible field changes, reports such changes to office for incorporation on prints for construction and as-built drawings.
- Compiles reports, prepares work orders, and computes construction quantities for pay estimates of work completed or possible field changes.
- Reviews SESC applications and performs SESC site inspections in accordance with accepted standards, procedures, and methods for compliance.
- Provides record information from files and plans for consulting engineers, engineering staff, contractors, and the general public, as requested.
- Inspects construction projects for compliance with approved SESC plans and specifications and files the necessary reports as directed.
- Makes field modifications and informs permit holders after analyzing the performance of required erosion controls.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of engineering principles, practices, mathematics, construction practices, surveying techniques and instruments used in engineering drawing.
- Ability to understand and follow oral and written instructions.
- Ability to read and understand blueprints, specifications and technical documents.
- Ability to perform technical computations and tests and to compile engineering data and statistics.
- Basic working knowledge of mathematics.
- Proficiency in the use of computers and relevant software including Computer Aided Drafting (CAD).
- Ability to communicate effectively, both orally and in writing.
- Ability to present ideas orally and write clear, concise and legible reports.
- Ability to work alone with minimum Supervision in a responsible manner.
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- Ability to establish and maintain an effective relationship with co-workers, contractors, public officials, and the public and resolve problems in a courteous and effective manner.
- Knowledge of safety practices and safety regulations. - Basic knowledge of the principles, practices, techniques and instruments used in surveying.
- Ability to use Global Positioning System (GPS) equipment for locating existing utility information and collecting new construction data for Geographic Information System (GIS).
- Ability to use GIS for permit reviews, information research, enforcement procedures, and providing data to the public.

### Special Provisions:

- The one-half (1/2) hour lunch break for Inspectors will be taken in conformity with the construction contractor's schedule.
- Inspectors are guaranteed 40 hours per week however depending on the season the workload for the Inspector may vary. Upon mutual agreement between the Employer and the Union an Inspector may be worked outside their classification (at their current rate of pay) during the off season in an effort to ensure a 40-hour work week.
- Inspectors must work overtime in conjunction with the contractor's schedule unless otherwise relieved by another Inspector or by their Supervisor.

### PAY SCALE:

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