



Job Description

RESIDENT PROJECT REPRESENTATIVE

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| Department: | Department of Planning & Development/Division of Engineering |
| Civil Service Status: | Classified |
| Employment Status: | Full time |
| Reports To: | City Engineer |
| Working Hours: | Normal business hours |

SUMMARY

The Resident Project Representative provides technical support and inspection services to the Division of Engineering within the Department of Planning and Development.

MINIMUM QUALIFICATIONS

Minimum two (2) years of experience in the inspection of public works projects or equivalent. Possession of a valid State of Ohio driver's license, must be able to qualify for and remain insurable under the City's vehicle insurance policy. Ability to achieve an 85% or better score on a City-issued assessment that encompasses the vital functions of the position and knowledge thereof.

ESSENTIAL FUNCTIONS

- Inspects public works and other construction projects in order to ensure compliance with codes, regulations and specifications (water, sewer and drainage systems; concrete and asphalt streets; water and sewer line installations, etc.); advises contractors regarding non-adherence to OSHA regulations.
- Confirms the proper completion of underground utility pressure and deflection tests.
- Investigates complaints regarding storm water drainage, work completed by contractors and other such matters.
- Reviews proposals for fences and outbuildings to ensure such will not interfere with drainage or easements.
- Communicates with Building Division to ensure contractor has obtained proper permits; advises other City departments (Police, Fire and Utility) of street closings or utility shut-offs due to construction projects.
- Confirms locations of utilities and major structures for the City Engineer to consider when designing projects.
- Prepares and submits daily construction reports, new sewer final inspection reports, new water main reports and other such documentation.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Performs other related duties as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: construction inspection techniques; safety practices and procedures; construction codes, specifications and standards; road construction, maintenance and repair; utility construction, maintenance and repair; proper lifting techniques.

Skill in: use or operation of tools and instruments used in the inspection of construction projects; computer skills in Microsoft Office programs including Word, Excel and Outlook.

Ability to: interpret a variety of instructions in written, oral, picture or schedule form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; prepare accurate documentation; communicate effectively; read blueprints; develop and maintain effective working relationships; travel to and gain access to work site.

EQUIPMENT OPERATED

Personal computer, printer, sewer main camera, sewer lateral camera, transit, blueprint copier, two-way radio, tape measure, manhole lid puller, automobile.

PHYSICAL DEMANDS AND WORK CONDITIONS

- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs or scaffolds.
- Works in confined spaces.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases and/or poorly ventilated work areas.
- Is exposed to noisy conditions above 85 db.
- Is exposed to possible injury from hazardous gases, chemicals, flammables or air contaminants.
- Is exposed to possible injury due to unclean or unsanitary conditions.
- Is exposed to possible injury as a result of working around moving mechanical parts of equipment or machines.
- Is exposed to possible injury from explosions.
- Is exposed to possible injury as a result of falling from high places.
- May have contact with angry individuals.
- Has exposure to hot, cold, wet, humid or windy weather conditions.
- Has exposure to hazardous driving conditions.
- Has exposure to shaking objects or surfaces.
- Lifts, carries, pushes and pulls up to 75 pounds of weight.

Job Description Approval:



Authorized Signature

6/30/2023

Date