



City of Irving Job Description

Utility Franchise Inspector

FLSA Status:	Non-Exempt	Job Department:	Capital Improvement Program
Job Code:	K492	Reports To (Job Title):	Utility Franchise Coordinator

PURPOSE

To conduct inspections of right-of-way utilities installations, including assessing compliance with standards; coordinating issue resolution among City, property owners, and citizens; and reviewing plans to promote the best outcomes for future utilities installations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Conduct inspections of right-of-way utilities (power, gas, cable, telecommunications) installations including assessing compliance with permitted plan, with erosion control standards set by Texas Commission on Environmental Quality, with State of Texas Damage Prevention Act, and with State of Texas traffic control standards.
- Conduct and/or attend meetings with utilities companies and contractors to review methods of construction, to assure compliance with applicable city ordinances, and to resolve conflicts arising from crowded right-of-ways.
- Review engineering plans for capital improvement projects to better predict their implications for utility relocations.
- Review construction sites for compliance with OSHA standards to assure worker and public safety.
- Oversee, to the satisfaction of the City and/or property owners, restorations after damage to the right- of-way caused by construction.
- Answer and resolve questions and disputes from engineers, contractors, developers, City employees, and the public concerning assigned projects.
- Monitor assigned projects for proper installation and maintenance of all required safety devices and procedures in order to minimize hazardous conditions affecting the workers and the general public.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Conduct inspections for utility relocations on capital improvement projects.
- Conduct inspections for the undergrounding of utilities by using city contractor for aerial crossings, intersections, and city facilities for beautification.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade *plus* some related college or vocational training.

EXPERIENCE

- One (1) year of public works and infrastructure construction experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license.

KNOWLEDGE OF

- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Utilities Construction: Engineering and other materials, methods, laws, and tools to safely and accurately complete utilities construction projects.

SKILLS AND ABILITIES IN

- Service Orientation: Actively looking for ways to help people.
- Problem Mapping & Evaluation: Identifying the nature of problems, as well as the key causes that must be changed in order to achieve a goal.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Technical Comprehension: Reading and understanding engineering blueprints, drawings, and specifications.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Reading Comprehension: Reading and understanding information and ideas presented in writing.
- Oral Expression: Communicating information and ideas in speaking so others will understand.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Interacts with: departments, such as Traffic, Building Inspections, City Attorney's Office, Parks & Recreation and Real Estate Services; outside agencies, such as Verizon, Oncor, Atmos Energy, AT&T, Time Warner, all other utility companies working within the City, construction contractors, Las Colinas Association, DCURD, Carrollton-Farmers Branch ISD, Irving ISD, Citgo, DART, and TxDot.

EQUIPMENT AND PROPERTY

This position may utilize a vehicle, computer, cell phone, copier and fax machine.

PHYSICAL DEMANDS

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.*

The employee constantly is required to listen and see. Frequently, s/he is required to drive a vehicle, stand, talk, and/or walk. Occasionally, s/he is required to sit. In rare instances, s/he is required to balance, lift, and/or stoop. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to outside weather conditions, a dirty environment, electrical hazards, moving mechanical parts, and noise. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually loud.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.