

## **STREETLIGHT SYSTEMS INSPECTOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Streetlight Systems Inspector is responsible for coordinating construction activities and performing quality assurance inspections on a variety of streetlight projects completed by the City, private developers, and utility companies for both Capital Improvement Projects (CIP) and new developer projects/improvements. These duties include reviewing plans submitted by contractors; attending preconstruction meetings; inspecting foundations; monitoring and testing placed materials (concrete, foundation, lighting control cabinets, streetlight, embedment/backfill of underground utilities, etc.); updating record drawings; investigating and resolving complaints from customers; and maintaining contract document files. This class is also responsible for coordinating and mapping utilities with the Energy Department and utility companies, updating changes and additions from capital improvement projects and new developer projects/improvements, updating the City's Asset Management System, and reconciling the monthly billing from other utility companies for non-ordinary charges. The Streetlight Systems Inspector class duties also include overseeing and inspecting the installation of 5G cellular towers, which includes granting utility companies access to electrical cabinets and inspecting to ensure all connections are made correctly. Along with other technical Transportation staff, the Streetlight Systems Inspector class monitors the City's database for outages. This class performs related duties as required.

**Distinguishing Features:** This class is expected to exercise initiative and independent judgment to maximize quality insurance inspection services. The Streetlight Systems Inspector differs from the Construction Inspectors by the specific responsibility for inspecting and supporting streetlight construction projects versus other types of construction projects. This class is supervised by the Streetlight Systems Supervisor who reviews work through regular on-site spot checks to ensure conformance with engineering principles and technical design standards, and through meetings and reports concerning status of assigned projects, problems encountered, and overall results achieved. Incumbents in this position may be required to work evenings, weekends, and overtime. An employee in this class is required to use appropriate safety equipment and follow approved safety procedures in performing work assignments. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Any combination of training, education, and experience equivalent to three years of experience in any of the following areas: construction trades, construction management, construction inspections, civil engineering inspections, electrical inspections, building inspections, materials testing, and/or paraprofessional engineering.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Experience in the installation and maintenance of roadway lighting. Experience involving inspection and final acceptance of contract work; contract administration; and working with non-City utilities.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, various government agencies, non-City utilities (example: CenturyLink, Cox Communication, Salt River Project [SRP], etc.), and contractors in order to advise of ongoing or future construction work and coordinate work between agencies, contractors, and other City departments. Responds to customer inquiries. Prepares record drawings, written documents, contractor evaluations, daily logs, weekly progress reports, and requests for letters of acceptance. Prepares written communications with clearly organized thoughts using proper sentence structure, punctuation, and grammar. Uses word processing, spreadsheet, and electronic mail software to prepare reports, give instructions, and analyze data.

**Manual/Physical:** Inspects streetlight projects completed by the City, private developers, and utility companies to ensure quality of work and compliance with Mesa's Streetlight Technical Manual, Chapter 9 of Engineering and Design Standards, specifications and details, and Maricopa Association of Governments (MAG) standard specifications and details for public works construction for streetlights systems and foundations. Provides access for utility companies to electrical cabinets and inspects their work to ensure all connections are made correctly. Reviews plans submitted by contractors. Operates a motor vehicle requiring a standard Class D Arizona driver's license to attend preconstruction meetings and inspections. Inspects foundations. Monitors and tests placed materials (concrete, foundation, lighting control cabinets, streetlight, embedment/backfill of underground utilities, etc.). Uses common hand tools such as hammers, saws, screwdrivers, or similar tools. Distinguishes colors of Blue Stake markings to determine location of utilities. Updates record drawings. Inspects the installation of 5G cellular towers, which includes granting utility companies access to electrical cabinets and inspecting to ensure all connections are made correctly. Updates the City's Asset Management system. Meets scheduling and attendance requirements.

**Mental:** Investigates and resolves complaints from customers. Maintains contract document files. Coordinates and maps utilities with the Energy Department and utility companies. Reads and interprets engineering plans, specifications and details, utility maps, barricade manuals, and related engineering plans and drawings for constructability and to ensure compliance with project plans and specifications, and/or to advise contractors or developers of changes necessary for compliance. Compiles a punch list and monitors completion of punch list items. Initiates letters of acceptance when all work meets specifications and standards. Monitors contractor's construction schedule, submittal of shop drawings, and cut sheets. Calculates solutions to mathematical problems involving ratios and proportions, fractions, percentages, unit weights, areas, and basic algebraic, geometric, and trigonometric formulae. Reconciles monthly billing from other utility companies for non-ordinary charges. Learns job-related material through classroom and on-the-job training regarding traffic safety, new materials, and methods of construction.

**Knowledge and Abilities:**

Knowledge of:

public works construction practices and procedures;  
the Streetlight Technical Manual and Chapter 9 of the Engineering Design Standards, RP-8;  
principles and practices used in streetlight maintenance and repair;  
types and quality of materials generally used in civil engineering and public works projects;  
general terminology and mechanical drawing symbols used in civil engineering and public works plans and details;  
Mesa standard specifications and details;  
MAG standard specifications and details for public works construction;  
general contract administration practices and procedures; and  
computer software for word processing, spreadsheet analysis, and communication.

Ability to:

read and interpret construction plans, specifications and details, utility maps, and related engineering and architectural plans and drawings in order to ensure compliance with project specifications;  
review and approve owned utility plans for conformance with MAG and City specifications;  
calculate appropriate fees;  
inspect project work sites to ensure acceptable quality levels, and compliance with Streetlight Technical Manual, Chapter 9 of Engineering and Design Standards, MAG standards, and City procedures and standards in civil engineering and public works construction;  
interact with contractors and construction personnel to ensure work activities and products meet required quality levels and standards;  
analyze construction problems, determine possible solutions, and select the option which best resolves the situation while maintaining quality standards;  
organize assigned inspection activities to minimize backtracking and increase efficiency;  
coordinate work sequences/schedules with contractors, private sector utilities, and other City departments/units;  
calculate solutions to mathematical problems involving ratios, proportions, percentages, and basic algebraic, geometric, and trigonometric formulas;  
write correspondence;  
prepare clear, concise written reports;  
go up in elevators, manlifts, and buckets 50 feet above ground;  
use a shovel to locate junction boxes, conduit, etc.; and  
establish and maintain effective working relationships with contractors, construction personnel, coworkers, and supervisors.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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