

CITY OF ALAMEDA
invites applications for the position of:



Inspection and Locate Specialist

SALARY: \$47.59 - \$52.47 Hourly
DEPARTMENT: Alameda Municipal Power
OPENING DATE: 07/12/22
FLSA STATUS: Non-Exempt
NATURE OF POSITION:

Inspection and Locate Specialist
(Payroll Title: Maintenance Specialist II (Code2065))
Salary Range: \$47.59 - \$49.97 - \$52.47 per hour

The Inspection and Locate Specialist will examine and evaluate utility systems and facilities construction and maintenance work; performs other related work as required. The positions may work up to 28 hours per week.

Please note that the City of Alameda considers full vaccination against COVID-19 to be a minimum qualification of employment. Any applicant selected for hire must be fully vaccinated by the start of employment.

DISTINGUISHING FEATURES:

EXAMPLES OF DUTIES:

Examples of Duties

1. Reviews utility systems and facilities plans and specifications for contracted construction and maintenance work; participates in plan and specification development.
2. Examines and evaluates utility systems and facilities construction and maintenance work for conformance with engineering specifications and established standards; observes work in various stages of progress to ensure compliance.
3. Consults with, coordinates and monitors the work of contractors.

4. Reviews various plans, specifications, and reports, such as Underground Survey Alerts, and distributes to other divisions, departments, agencies or groups as warranted; ensures other departments, agencies and companies operations are not in conflict with City utility lines and facilities.
5. Advises interested parties including other City departments, citizens, private construction contractors, of City utility lines and facilities locations; makes field markings indicating underground City utility lines and facilities locations.
6. Examines various City utility facilities and performs/coordinates maintenance functions.
7. Maintains all related records and prepares various reports and summaries.
8. Performs field investigations; coordinates and assists with utility systems and facilities and related operational projects.

EMPLOYMENT STANDARDS:

Employment Standards

Part-time positions with the City of Alameda may be eligible for limited benefits and are considered "at-will." Part-time employment is at the discretion of the hiring department. Work schedules vary but may not exceed 28 hours per week.

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school, completion of GED, etc..

Experience: Three years of utility systems construction and maintenance experience including survey and compliance work.

Knowledge

Knowledge of the principles and practices of utility systems and facilities construction and maintenance; methods, materials, equipment and tools used in construction and maintenance of utility systems and facilities; policies and regulations governing the construction and maintenance of utility systems and facilities; safe work practices and procedures.

Ability

Ability to effectively examine and evaluate utility systems and facilities construction and maintenance work for conformance to plans and specifications and established standards; review and interpret applicable plans and specifications; interpret and apply related codes, ordinances and regulations; participate in plan and specification development; coordinate the work of contractors; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees, other departments and agencies, and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

SELECTION PROCESS:

**Applications are reviewed for a match in qualifications. If a hiring manager is interested in your application, you will be contacted for an interview. There is no need to follow up on your application status if you are not contacted.

Applicants selected to move forward in the hiring process may be required to undergo a pre-employment medical assessment.

E-VERIFY: The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish both identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. In compliance with local, state and federal laws and regulations, the City of Alameda will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-747-4900 | hr@alamedaca.gov | 2263 Santa Clara Avenue, Rm. 290, Alameda, 94501. Requests can be made via email, phone, or in writing via U.S. mail.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

Position #202200071
INSPECTION AND LOCATE SPECIALIST
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2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

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