



Job Classification:	Construction Inspector I / II / III / Senior
Wage Schedule Range:	13 / 15 / 17 / 19
FLSA:	Non - Exempt
Effective Date:	August 2008
Revision Date:	August 2018

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision, performs field inspections of underground utility construction, including water transmission and distribution and wastewater collection and transmission construction and repair work performed by private contractors, home owners and District Capital Improvement Projects to ensure conformance to established plans, specifications, State laws and District regulations; reviews construction plans for compliance with rules, regulations and laws; performs related work as required. Depending upon the needs of the District and level of survey effort required, this classification may be assigned to assist in the performance of a variety of engineering technician duties; and perform other duties as assigned.

Supervision Received and Exercised

Incumbents in Levels I / II / III receive general supervision from the Senior Construction Inspection, Senior Supervisor Construction/Inspections, the Director of Operations, and/or District Engineer (according to their designated/assigned department). The Senior Construction Inspector may supervise other incumbents in Levels I / II / III.

Distinguishing Characteristics

Levels within the class are distinguished by the ability to work with increasing independence, and the knowledge of related codes, standards, and regulations and their consistent application. Higher levels within the class will see assignments to more complex projects requiring greater skill in coordination between all parties involved in execution of the project.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

Please Note: The duties shown are done to differing levels of complexity and under differing levels of supervision depending upon the experience and training of the incumbent. Higher levels of the

Inspector class are expected to completely undertake the duties listed, while lower levels may require instruction and assistance, or may singly accomplish only a portion of a listed activity.

- Verifies and ensures that contractors adhere to District ordinances, resolutions, construction methods, equipment, standards, workmanship and quantity and quality of materials meet District plans and specifications.
- Reports deviations from District standards professionally both verbally and in writing.
- Performs non-structural plan checking, constructability, and operational review of plans, specifications, and job drawings noting errors, omissions, and potential problem areas.
- Assists in managing construction projects to ensure that they are on time and on budget, monitors change orders and calculates progress payments based on estimates of completion.
- Maintains accurate records regarding changes to plans and specifications to insure the accuracy of record maps, data and other records for systems installed or modified.
- Conducts field inspections of new water and wastewater public water and sewer systems and private water and sewer facilities and/or repairs made by contractors, owners, other agencies and district crews.
- Assists and/or conducts inspections and investigations of complaints and discharge violations.
- Assists other field departments including leak repairs, water/wastewater sampling, traffic flagging, driving of Class A vehicles,
- Explains requirements, answers questions and responds to complaints from property owners, contractors and others concerning sewer problems, location of laterals and repairs to assure compliance.
- Checks the grade, bedding, and compaction requirements of new pipe installations.
- Reviews survey data and procedures to verify that line, grade and location have been properly established; and learns to secure samples for conducting tests of concrete, aggregates and other construction materials.
- Inspects pump and lift stations for compliance with plans and specifications.
- Checks and verifies surveying including horizontal locations and vertical elevations for comparison to plans to avoid field errors
- Prepares a variety of reports, correction notices, procedures and other written materials; forwards these to the Engineering Department for routing.
- Maintains accurate records, field notes and files, including downloading from electronic equipment used in the field and properly transferring and storing on District's network
- Assesses safety precautions for water and sewer construction sites or repair projects for compliance with safety standards.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

- *For Senior Construction Inspector* - work closely with District engineering staff, developers and contractors to ensure completion of projects meet District standards, and, if necessary direct project modifications to meet District standards in light of field contingencies. May oversee work of contract inspectors. Coordinates with other District inspectors and contract Construction Managers.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Materials, methods, equipment, tools, practices and procedures used in public works construction, including streets, gutters, sidewalks, drainage, water and wastewater lines and facilities and related facilities and appurtenances.
- Principles and practices of underground construction including dewatering and chlorine disinfection and sampling and low threat and limited threat dewatering and discharge permits.
- Codes, laws, regulations, specifications, ordinances and enforcement procedures.
- Operation, materials and methods of wastewater collection, water and wastewater treatment, water distribution and construction.
- Basic principles and practices of Storm Water Pollution Prevention Safety hazards and appropriate precautions applicable to work assignments; use of personal protective equipment and identification of job hazards (e.g. electrical, confined space, sheeting/shoring excavations, traffic, etc)
- Drafting, technical drawings and mathematics as it relates to construction work.
- Computer applications related to the work, including use of digital camera equipment.
- Techniques for dealing with the engineers, developers, contractors, District staff and representatives of other agencies in an effective manner.
- Arithmetic and basic mathematical calculations, including percentages and decimals.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation and clear, concise writing
- Environmental laws, regulations and permits directly related to construction.
- Highway and road encroachment permits and traffic controls.
- *For Sr. Construction Inspector:* proficiency and in-depth knowledge of Storm Water Pollution Prevention Plans and best management practices (BMP's);
- *For Sr. Construction Inspector:* principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

Ability to:

- Evaluate compliance on construction projects.

- Use surveying instruments, tape measures, laser levels and other field units to check construction elevations, dimensions and positions.
- Read and interpret construction plans and specifications.
- Accurately observing situations and reporting observations in writing.
- Apply testing procedures related to District equipment.
- Deal tactfully with contractors and property owners.
- Assist in preparing as-builts drawings of water and wastewater system construction projects.
- Conduct work safely, use appropriate protective equipment, and recognize and deal with safety hazards if encountered in the course of work.
- Make accurate arithmetical computations.
- Represent the department and the District effectively in meetings with other departments, public and private organizations and individuals.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – *Any combination of education and experience which would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

All Levels: Equivalent to graduation from high school supplemented by applicable college or technical school training. College or technical school coursework in construction management may be substituted for the experience on a year for year basis for a maximum of two (2) years.

Level I: Five (5) years of experience in construction inspection, preferably on public works projects specifically including underground systems and utilities; experience with construction related paperwork, including inspection reporting, record keeping, and preparation of as-builts.

Level II: Seven (7) years of experience in construction inspections related to underground water facilities and distribution systems, storm drains and/or wastewater collection and treatment systems with a demonstrated understanding of the required code requirements, including serving two (2) full years at the Construction Inspector I level.

Level III: Nine (9) years total in the inspection of water and/or wastewater facilities and appurtenances, including serving two (2) full years at the Construction Inspector II level.

Senior Construction Inspector: This is a promotional only opportunity. This level requires twelve (12) full years of involvement in the inspection of water and/or wastewater facilities and appurtenances, including serving three (3) full years at the Construction Inspector III level.

Licenses and Certifications

All Levels: *Valid California Department of Motor Vehicles Class C driver's license is required to perform normal job duties and responsibilities; a Class A driver's license is desirable.*

Level I: Must obtain California Grade 1 distribution certificate within the first year of employment. Must obtain Qualified Storm Water Pollution Prevention Practitioner (QSP) while in grade.

Level II: California Grade 1 Distribution certificate and QSP.

Level III: California Grade 2 Distribution certificate which can be earned while in grade, QSP, Registered Construction Inspector (RCI) which can be earned while in grade.

Senior Level: California Grade 2 Distribution certificate, QSP, and RCI.

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position may have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. Construction projects may require safety training for work and inspections inside shored excavations, electrical buildings/enclosures, tanks, vaults, concrete structures, and confined spaces (non-permitted and permitted). While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.

Additional Requirements

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.