

## CONSTRUCTION INSPECTOR

### **DEFINITION:**

Under general supervision of the Engineering Manager, performs field inspections and documentation of construction work related to water treatment and distribution and other facilities to ensure compliance with plans, specifications, permits, and accepted construction methods; acts as liaison between the District, contractors, and the public on issues of concern regarding the construction work; reviews contractor submittals and requests for information; provides constructability reviews of improvement plans; provides field support for GIS system updates by verifying locations of facilities; and performs other duties as assigned.

### **CLASS CHARACTERISTICS:**

This is a single-position class responsible for inspecting and documenting all types of construction work. The incumbent has the authority to stop work on a particular phase of construction, reject materials which do not conform with plans and specifications, and require corrective action on unsatisfactory work.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Engineering Manager
Exercises Supervision Over:	no supervisory responsibility
MOU:	Classified
Status:	Full-time, Non-exempt

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*Essential functions and responsibilities may include, but are not limited to, the following:*

- Inspects and approves construction work related to treated and raw water facilities and other structures and appurtenances, to ensure compliance with plans and specifications regarding construction materials, methods, equipment, and workmanship;
- Attends pre-bid, pre-construction, and weekly progress meetings for all District projects;
- Confers as needed with District Engineering staff, and with contractors' representatives and/or County or State agency personnel, regarding errors or deviations and sees that appropriate corrective measures are taken;
- Monitors construction safety practices and traffic control systems and takes corrective action on apparent violations, or refers apparent violations to the relevant authority;
- Approves field changes, or requests approval from Engineering and relays instructions to contractor;
- Secures samples and makes tests of sand, soil, aggregates, concrete, and other materials in the field;
- Operates line chlorination equipment and tests samples for chlorine residual;
- Reviews surveying data and procedures to see that line, grade and location have been properly established and that they are followed during construction;
- Represents the District to utilities, government agencies, and the public regarding compliance with regulations, coordination of efforts, relaying of information, and mediation of problems;
- Keeps photographic and written records of details and progress of construction work, including "as-built" drawings;
- Verifies accuracy of contractor submittals of "as-built" drawings;

- Verifies contractor requests for partial payments by estimating quantity of materials supplied and construction completed;
- Maintains accurate records of inspections and tests, and makes written reports;
- May assist Engineering Department in field survey work, water quality sampling or other duties as assigned;
- May assist Environmental Projects Manager with inspection and/or supervision of fuel management and/or mitigation project specification preparation and project inspection.
- Maintains a variety of computer records related to work performed.

## **QUALIFICATIONS**

### ***Demonstrated knowledge of:***

- Methods, materials, equipment, techniques and tests used in the construction of ductile iron and HDPE pipelines; concrete and/or steel structures; and tank coatings.
- State and local regulations related to construction of water systems, to include storm water runoff and erosion control requirements.
- Principles of piping system hydraulics and soil compaction.
- General construction inspection methods and techniques.
- Basic geometry, math and algebra.
- Use and maintenance of basic hand and measuring tools.

### ***Ability to:***

- Inspecting construction projects for conformance with plans and specifications and acceptability of materials and methods.
- Reviewing plans, submittals, and requests for information.
- Reading and interpreting plans, specifications, maps, drawings, contracts and work orders.
- Maintaining accurate records and preparing concise reports.
- Dealing tactfully and effectively with contractors, utilities, governmental agencies, and the general public, sometimes when relations may be strained.
- Learn and apply principles, policies and procedures.
- Represent the District favorably in speech and demeanor.

## **PHYSICAL AND SENSORY REQUIREMENTS**

- Travels frequently by motor vehicle in conducting District business
- Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and/or videoconferences for communication
- Uses office equipment such as computer terminals, tablets, cell phones, and copiers
- Ability to sit or stand for extended periods and occasionally required to stoop, kneel, crouch, and smell
- Must have physical stamina and agility sufficient to walk on level, uneven, steep slopes and slippery terrain, climb, bend, crawl through pipelines and otherwise inspect construction sites including but not limited to the interior and exterior of tanks and trenches which may include structures, wells, the use of scaffolding and ladders
- Must be willing to work outdoors in all terrains and weather conditions; and must be available for long hours when the situation demands.

- Manual dexterity and use of hands and fingers to grasp, handle or feel, repetitive hand movements; reach with hands and arms in the performance of daily duties
- Ability to speak and hear at normal conversational levels in person, while performing field inspections/surveys, in the office and over the telephone
- Exposure to loud noise when performing field inspections/surveys
- Must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Regularly required to wear employer-provided personal protective equipment. Must be capable of wearing respiratory equipment to include half, full face, and supplied air systems
- Exposure to outdoors: including adverse weather conditions including wet, heat and cold plus exposure to biohazards; and high noise levels

### **TRAINING AND EXPERIENCE**

*Any combination of the following education, training, and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed):*

**Education Required:** Associate's Degree or equivalent technical school training in a construction or engineering-related curriculum or a closely related field; and/or equivalent relevant experience.

**Experience:** Two (2) years of progressively responsible professional experience in construction and inspection, preferably in a water-related industry.

### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

- A valid California Class C Driver's License must be maintained at all times. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Possession of and continued maintenance of a State of California, Department of Health Services Water Distribution Certificate Grade D2; or Must obtain Water Distribution Certificate Grade D2 within eighteen (18) months of date of hire. Failure to obtain certification will be grounds for termination.