



Construction Inspector

Salary Range: \$6,119 - \$8,200

San Lorenzo Valley Water District is looking for applicants for the position of Construction Inspector. Please read the details of the position and how to apply below:

NUMBER OF POSITIONS TO FILL: One (1)

CLOSING DATE: Open until filled

SALARY: \$6,119 - \$8,200 per month depending on qualifications

ABOUT THE DISTRICT

The San Lorenzo Valley Water District is located in the coastal redwoods approximately 10 miles northeast of Santa Cruz, CA. If you live in the nearby towns of Felton or Scotts Valley, you are a relaxing 15-minute drive to work or the beach. The District maintains approximately 190 miles of pipeline and serves a population of approximately 35,000 customers. The SLV Water District was established in 1941 and serves the communities of Boulder Creek to Felton and Lompico to Scotts Valley.

IDEAL CANDIDATE:

The District is seeking a candidate with two years progressively responsible experience who is interested in making construction of water treatment and distribution facilities their career. The ideal candidate is an experienced inspector of underground wet utility projects, along with grading and erosion control projects, able to strongly represent the District on a variety of jobsites and project types. A potable water background is preferred, as is construction or construction inspection experience and a strong knowledge of State and Local codes.

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.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Disability Insurance, and more.

APPLICATION REQUIREMENTS: Please submit a completed package consisting of the following:

- District Employment Application (see below)
- Supplemental Questions (see below)
- Resume
- Letter of Interest

You can find the complete package of documents on our website.

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006

CLOSING DATE: Open until filled

Supplemental Questions: Construction Inspector

Supplemental Questions are REQUIRED and MUST be submitted with your application in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing. Responses must be typed and cannot exceed two (2) single sided electronic 8.5 X 11 inch pages.

Supplemental Questions:

In responding to the questions below, please incorporate an explanation of what makes you the best candidate for this position.

1. Describe in your opinion the three most important OSHA safety requirements for a typical underground job site.
2. Describe the methodology you use for the inspection and documentation of construction projects.
3. Describe your experience using office systems: CAD, GIS, manipulation of PDF documents, Blue Beam, Adobe, time/project tracking applications, Microsoft Office Suite (Outlook, Power Point, Excel and Word) and other products.

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

Title of Position Applying For	Date of Application
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Personal Information

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Number	Email Address			

How did you hear about this position? _____

Do you have a valid California Driver's License? Yes No

License Number	Type of License	Expiration Date
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Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? Yes No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? Yes No

May we contact your present employer? Yes No

May we contact your former employers? Yes No

Have you previously applied for employment with the District? Yes No

Have you ever been terminated or asked to resign from a position? Yes No

If yes, please explain: _____

Have you ever been employed at the District? Yes No

If yes, please explain: _____

Education and Training

Did you graduate from High School?

Yes No

If not, do you possess a GED or equivalent?

Yes No

Please list any degrees, certificates, and licenses below:

Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

Exact Job Title	Dates of Employment	Hrs. per Week
Name of Employer	Address of Employer (include city and state)	Phone Number
Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

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Name of Supervisor	Number of Employees You Supervised (if applicable)	
Reason for Leaving		

References

Please list at least three professional references.

Name of First Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Name of Second Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Name of Third Reference	Job Title and Company where you worked together	
Relationship	Phone Number	Email Address

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____ Date: _____