

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**CONSTRUCTION INSPECTOR I, II, III**

**DEFINITION**

Under general supervision of the Engineering Services Supervisor, or other staff as assigned by the District Engineer, incumbents perform field duties including locating and marking District facilities, serving as the primary respondent and field representative for encroachment activities, and conducting inspections to ensure compliance with District plans, specifications, and contract provisions.

**CLASS CHARACTERISTICS**

Construction Inspector I is the entry-level class in the facility location/construction inspection class series. Incumbents perform a variety of duties related to locations and mark-outs of water and sewer systems and perform minor construction inspection duties under close supervision.

Construction Inspector II is the mid-level experienced class in construction inspection, fully capable of independently performing a variety of routine and complex inspections on water and sewer system construction, maintenance, and capital facilities projects.

Construction Inspector III is the high-level experienced class in construction inspection, with the ability to perform all Inspector I/II level work at a higher level of complexity and responsibility. Capable of independently performing a variety of routine and complex inspections on water and sewer systems construction, including reservoir coatings and other specialized fields, maintenance and capital facilities projects.

Incumbent may be required to work a varied workweek, different shifts and respond to emergencies as necessary.

**ESSENTIAL DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

Marks and locates existing District facilities using drawings, computer data bases, visual identifiers and specialized equipment.

Identifies encroachments, prepares information necessary for its resolution, enforces permit conditions and corrective actions.

Uses measuring rods, tapes, surveying transits, calculators, and other related tools to determine distance, location, dimension, depth, grade and calculate volumes.

Interprets plans, specifications, codes, ordinances and policies for contractors and District staff; explains the limits and parameters of the work as required; reads and interprets maps, engineering drawings, plat maps, sketches, and service manuals to determine location, size, construction material, and characteristics of facilities.

Inspects a variety of new construction projects such as sewer mains and lateral installations, underground pipelines and fire hydrants to ensure compliance with District plans, specifications, and policies; reviews and evaluates progress pay estimates, change orders, and related construction management documentation for District projects to ensure accuracy and compliance; prepares inspection reports; prepares and maintains daily

logs and reports of underground facility locations.

Compiles and reports information for the review of "as-built" plans; checks "as-built" plans for completeness and accuracy; reviews preliminary plans and shop drawings; conducts on-site inspections of suspected or anticipated easement encroachments, documents location of pipelines and appurtenances on "as-builts", forwards to Engineering Department for permit issuance; conducts periodic, routine inspections of easements; documents encroachments and forwards to Engineering Department for customer contact; performs project close-out for development projects.

Meets with owners, tenants, contractors, developers, businesses, and/or other interested parties to review and explain code requirements and violations or potential violations; ensures code compliance. Prepares violation and other notices; monitors compliance activities and conducts follow-up and final inspections.

Reviews District and developer plans with District staff and makes recommendations for the solution of special construction issues and conditions; monitors contractor safety practices and coordinates the work of District staff and contractors on joint projects.

Coordinates construction and inspection services in cooperation with contractors, other agencies, and other concerned parties; meets and confers with representatives of utility companies, contractors, public agencies, and the public; answers citizen complaints and requests for information.

Communicates, explains, and enforces intent of District standards, specifications, and plans to developers, contractors and District staff.

Monitors contractor safety practices and coordinates the work of District staff and contractors on joint projects.

Schedules and arranges for construction surveys, soils and material testing, and other special services; conducts a variety of tests on new facilities.

Prepares shutdown requests for review; reviews and coordinates shutdown requests with Supervisor and District Operations staff of District facilities affected by repairs or connections and ensures all facets of shutdown and connections/repairs comply with District standards and specifications.

Participates in updates of District standards by suggesting changes based on lessons learned and experiences.

Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a wide variety of hand and power tools and equipment related to work assignments.

Performs other work as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge and Skills**

Knowledge of: Methods, materials, tools and equipment used in underground facility location work; construction methods, materials, practices, specifications and equipment; basic surveying principles and practices; field engineering practices and basic design criteria for construction projects; relevant state and local laws, ordinances, regulations, codes and standards; basic first aid and CPR techniques; safe work practices and regulations pertaining to the work; using computer and related software applications; mathematics, including trigonometry and algebra; methods and techniques of materials testing.

Ability to: Communicate clearly and concisely, both orally and in writing; maintain cooperative working relationships with co-workers, engineers, developers, contractors, and the public; exercise sound independent

judgment within policy and procedural guidelines; effectively schedule own workload and meet agreed upon inspection times; operate a wide variety of tools, equipment and computer programs; inspect routine and difficult construction for compliance with plans, specifications, and codes; read and interpret engineering plans, blueprints/specifications, records of survey, legal descriptions, drawings and maps; recognize soil conditions; keep clear, accurate and concise records and field sketches and prepare appropriate progress payments; interpret and enforce a variety of codes, ordinances and special requirements related to construction work; write clear, accurate and concise technical reports and correspondence; make accurate mathematical calculations related to inspection, including volumes and material quantities; understand communication and being understood while using the District's radio communication system; represent the District in a variety of meetings.

### **Education, Experience, Certificates and Licensing Requirements**

**Education:** All classes - Equivalent to a High School Diploma

**Experience:** Construction Inspector I - A minimum of one year of equivalent experience sufficient to successfully perform the essential duties of the job such as those listed above.

Construction Inspector II—two years of experience at a level equivalent to the District's Construction Inspector I.

Construction Inspector III—two years of experience at a level equivalent to the District's Construction Inspector II.

**License and Certifications:** All classes – California Class C Driver's License and satisfactory driving record.

Construction Inspector I - Ability to pass certification exam within two years as condition of employment: State Water Resources Control Board (SWRCB) Water Distribution Operator's Certificate, Grade D2.

Construction Inspector II - State Water Resources Control Board (SWRCB) Operator's Certificate, Grade D2.

Construction Inspector III - State Water Resources Control Board (SWRCB) Operator's Certificate, Grade D2; AMPP CIP Level 1 Coating Inspection within one year of employment.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** While performing the duties of this job, incumbents are regularly required to use hands to grasp and feel, reach with hands and arms, stand, walk, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and drive. Incumbents are occasionally required to sit. Incumbents must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

**Mental Demands:** While performing the duties of this job, incumbents are regularly required to read and interpret technical information, such as engineering drawings, specifications, maps, and regulatory documents and analyze and evaluate construction activities to ensure compliance with District standards, specifications, and applicable codes. The role requires the use problem solving skills in the field to address construction issues, conflicts, or unforeseen site conditions, maintaining attention to detail while performing inspections and documenting findings, and prioritizing multiple tasks under varying schedules and deadlines. Incumbents must accurately record and process field data, daily reports, and inspection logs, work independently while coordinating with project teams, and remaining adaptable and focused in dynamic environments with changing priorities, weather conditions, or emergency situations.

**Work Environment:** While performing the duties of this job, incumbents regularly work outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travel from site to site by car or truck; work in or around areas with major amounts of dust present. Incumbents are frequently exposed to loud noises and common allergy-causing agents. Occasionally, the incumbent will work in confined or cramped positions, work on unusually slippery surfaces and may get parts of body and/or clothing wet. Some work is done at height of more than 12 feet or has exposure to free silica dust and asbestos and electrical exposure.

**POSITION DESCRIPTION APPROVED:**

  
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General Manager

  
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Date