

VALLEY CENTER MUNICIPAL WATER DISTRICT
CONSTRUCTION INSPECTOR

DEFINITION

Under general supervision of the Construction Inspection Supervisor, reporting directly to the Senior Inspector or other staff as assigned by the District Engineer, incumbents perform inspections of construction projects and interprets contract specifications to ensure compliance with plans, specifications and contract provisions. Responsible for locating and marking District facilities, serving as the primary respondent. Acts as the main field representative for encroachment activities.

CLASS CHARACTERISTICS

Construction Inspector is the entry level class in the Construction Inspector series. Incumbents are competent and expected to perform entry to journey level duties related to construction inspection. Incumbents must have the ability to work independently on a variety of inspections and construction 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.

Inspects a variety of project sites, such as sewer mains and lateral installations, underground pipelines, and fire hydrants, for compliance with Cal OSHA regulations, District safety standards, and contract plans and specifications. Inspects private development projects.

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

Reads individual job construction plans, documents and specifications; confers with supervisors, consultants, contractors and various District staff on field design conflicts, construction requirements and contract documents.

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

Ability to take concise notes and write daily reports in a professional manner, accurately describing daily activities.

Knowledge of computer software essential to performing required work, such as Outlook, Word, Excel and PDF viewing and editing.

Utilizing Computerized Maintenance Management Systems (CMMS) as instructed and directed.

Prepares progress reports and change orders; recommends progress payments and maintains field records including sketches, photographs, drafting and narrative notes.

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

Interprets plans, specifications, codes, ordinances and policies for contractors and District staff; explains the limits and parameters of the work as required.

Prepares inspection reports on District projects; compiles and reports information for the review of "as-built" plans; checks "as-built" plans for completeness and accuracy; makes field sketches on "as-builts" and the connections as required for each project.

Implement and ensures compliance with established acceptance criteria for District Capital and development projects.

Recognizes and alerts their supervisor when special construction problems and conditions arise and suggest possible solutions; schedules and arranges for construction surveys, soils and materials testing and other special services or materials.

Documents results of a variety of tests on new facilities; 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 general public; answers citizen complaints and requests for information.

Prepares shutdown requests of District facilities affected by repairs or connections and ensures all facets of shutdown and connections/repairs comply with District standards and specifications.

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.

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 other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: 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: Perform skilled inspections of varied construction projects; read and interpret drawings, plans and contract specifications; 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; inspect pipeline construction; exercise sound independent judgment within policy and procedural guidelines; write clear, accurate and concise technical reports and correspondence; make accurate mathematical calculations related to inspection, including volumes and material quantities; understand communication and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to High School Diploma

Experience: A minimum of two years of water/sewer inspection, public works inspection or related construction inspection experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Class C Driver's License; Possession of a State Water Resources Control Board Water Distribution 1 (D1) certificate is highly desirable. Obtaining D1 certification within 1 year of employment is required.

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, and hear. 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.

Work Environment: While performing the duties of this job, the incumbent is regularly exposed to moving mechanical parts, heavy construction equipment, fumes or airborne particles, and outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions; high, precarious places; and adverse weather conditions, fumes, airborne particles and toxic or caustic chemicals; risk of electrical shock, heavy vibration and loud or prolonged noise levels. The noise level in the work environment ranges from moderately quiet to extremely loud.

POSITION DESCRIPTION APPROVED:



General Manager

July 9, 2020

Date