

VALLEY CENTER MUNICIPAL WATER DISTRICT
SENIOR CONSTRUCTION INSPECTOR

DEFINITION

Under general supervision of the Engineering Services Supervisor, or other staff as assigned by the District Engineer, incumbents perform the more difficult and complex inspections on construction projects, including, but not limited to, steel tanks, treatment plants, pump stations and reservoirs.

CLASS CHARACTERISTICS

Incumbents are fully competent and are expected to perform the full range and the most complex duties related to construction inspection. Incumbents are responsible for maintaining supplies, handling construction related customer complaints, preparing reports, and demonstrating leadership ability to direct and oversee the work of others. This is an entry level supervision class in construction inspection and incumbents assume the responsibilities of the supervisor in his/her absence. Incumbents may 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 new construction projects, such as sewer mains, lateral installations, underground pipelines and fire hydrants to determine compliance with contract plans and specifications; is the Lead Inspector of all major subdivisions, capital improvement projects, line extension, fire hydrants, pump stations, reservoirs and treatment plants. Inspects private development projects.

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

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.

Coordinates the work of District personnel with developers and contractors; including approval of shutdown requests from contractors; ensuring District staff coordination.

Inspects reservoir construction grading, foundation, steel erection, coating, and final testing.

Maintains a variety of records related to daily project activities.

Conducts a variety of tests on new facilities, including but not limited to, sewer and water testing, manhole inspection, vacuum testing, air testing, mandrel testing, and flushing water, chlorination, and orders bacteriological tests.

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; documents encroachments and forwards to Engineering Department for customer contact.

Reviews and coordinates shutdown requests with Supervisor and District Operations staff.

Reviews and makes recommendations for the solution of special construction problems and conditions; schedules and arranges for construction surveys, soils and materials testing and other special services or materials.

Reviews preliminary plans and shop drawings to avoid construction problems and conflicts; 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.

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.

Performs other work as assigned.

QUALIFICATIONS GUIDELINES

Knowledge and Skills

Knowledge of: Construction methods, materials, practices, specifications and equipment; field engineering practices and basic design criteria for construction projects; basic surveying principles and practices; relevant state and local laws, ordinances, regulations, codes and standards; supervisory principles and practices; 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 soil testing; hazmat training; coating; public works; concrete inspection; and confined space safety.

Ability to: Monitor and review the work of less skilled employees performing 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; 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 being 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; ensure compliance of all District and OSHA (Local and State) specifications dealing with developer, private, and District projects.

Education, Experience, Certificates and Licensing Requirements

Education: Equivalent to a High School Diploma

Experience: Two years of construction experience at a level equivalent to the District's Construction Inspector III.

License and Certifications: California Class C Driver's License and satisfactory driving record; State Water Resources Control Board (SWRCB) Operator's Certificate, Grade D3; AMPP CIP Level 1 Coating Inspection;

Supervisory training as assigned 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., 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:



General Manager

7/16/2025
Date