VALLECITOS WATER DISTRICT

CONSTRUCTION INSPECTION SUPERVISOR

DEFINITION

Under general supervision, plans, supervises, and reviews the work of staff construction inspectors; may review work of contract construction inspectors; makes visits to capital improvement and developer projects to monitor progress, perform field inspections, and resolve problems; makes recommendations for action and assists in the development and implementation of policy, procedure, and department budget; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level in construction inspection work, responsible for the inspection of water, recycled water, and wastewater systems on developer and capital facilities projects, including supervising assigned staff. This class is distinguished from the District Engineer, which is responsible for all District engineering activities.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Oversees preparation of progress pay estimates, change orders, and other documentation related to the construction management of District projects; reviews inspection reports on District projects; reviews 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; performs project close-out for development projects;
- Reviews District and developer plans with District staff and offers solutions for special construction issues and conditions;
- Serves as liaison with other District departments and outside agencies;
- May perform field inspections of complex construction work for developer and capital improvement projects related to water, recycled water, and wastewater systems to ensure compliance with approved plans, standard District specifications, and District rules and regulations; prepares project correspondence to developers and contractors;
- Schedules and arranges for construction surveys, soils and materials testing, and other special services or materials; conducts a variety of tests on new facilities;
Schedules and coordinates shutdown of District facilities affected by repairs or connections and ensures all facets of shutdown and connections/repairs comply with District standards and specifications;

Assists Senior Engineers with capital and development improvement project management; 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;

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;

Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices;

Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;

Operates copiers and a variety of office equipment;

Performs duties in a professional manner and works well with others or in a team setting;

Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Observes safe work practices and safety methods; performs other duties as assigned.

**QUALIFICATIONS GUIDELINES**

**Knowledge, Skills, and Abilities**

Knowledge of:

- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- 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;
- Safe work practices and regulations pertaining to the work; mathematics, including trigonometry and algebra;
- Methods and techniques of materials testing.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Research and prepare complex reports; prepare clearly written correspondence and technical reports involving mathematical computations; keep clear, accurate, and concise records and field sketches and prepare appropriate documents for progress payments;
- Maintain cooperative working relationships with co-workers, engineers, developers, contractors, and the public; exercise independent judgment within policy and procedural guidelines; establish and maintain effective working relationships;
- Supervise and inspect routine and difficult construction and enforce compliance with plans, specifications, and codes;
- Read/interpret engineering plans, blueprints/specifications, records of survey, legal descriptions, and maps;
- Represent the District in a variety of meetings;
- Effectively schedule own work load and meet agreed upon inspection times;
- Understand, explain, and apply policies and procedures;
- Make accurate mathematical calculations related to inspection including volumes and material quantities;
- Work safely;
- Operate a pipe locator and a wide variety of tools and equipment used in the work.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and; three years’ experience in construction inspection of water and sewer facilities that included large diameter pipelines, reservoirs, water and sewer pump stations, contract bid documents and specifications required, with at least one year in a lead role preferred.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- Possession of a State Water Resources Control Board Distribution 2 (D2) certificate is required. Possession of a D3 is desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; drive; climb or balance; and talk or hear. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travels from site to site by car or truck; works in or around areas with major amounts of dust present. Employee frequently: is exposed to loud noises and common allergy-causing agents. The employee occasionally: works in confined or cramped positions; works on unusually slippery surfaces; gets part of body and/or clothing wet. Some work is done at a height of more than 12 feet. May be exposed to free silica dust and asbestos and electrical exposure while on construction sites.
I have reviewed this Job Description with my Supervisor and agree with its contents.

____________________________________________________________________
Employee Signature                                                                                Date

____________________________________________________________________
Supervisor Signature                                                                                Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.