VALLECITOS WATER DISTRICT
CONSTRUCTION INSPECTOR I/II

DEFINITION

Under general supervision, performs inspection of construction projects and field activities to ensure compliance with District plans, specifications, and contract provisions; performs related duties as required.

CLASS CHARACTERISTICS

Construction Inspector I: This is the entry level class in the construction inspection class series, performing more routine construction inspections of water and sewer systems.

Construction Inspector II: This is the experienced class in construction inspection, fully capable of independently performing a variety of routine and complex inspections on water and sewer systems construction, maintenance, and capital facilities projects. This position is distinguished from the Construction Inspection Supervisor, which is responsible for all functions of the Construction Inspection department.

ESSENTIAL FUNCTIONS

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

- Inspects construction projects to ensure compliance with District plans, specifications, and policies; prepares progress pay estimates, change orders, and other documentation related to the construction management of District projects; prepares inspection reports on District projects; 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; performs project close-out for development projects;
- Locates and marks out District underground piping systems; performs Facility Locator duties when incumbent is unavailable;
- Reviews District and developer plans with District staff and makes recommendations for the solution of special construction issues and conditions;
- 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;
- 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;
- Interprets plans, specifications, codes, ordinances, and policies to 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; operates and maintains a wide variety of hand and power tools and equipment related to 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:
▪ 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; maintain cooperative working relationships with co-workers, engineers, developers, contractors, and the public;
▪ Exercise independent judgment within policy and procedural guidelines; effectively schedule own workload and meet agreed upon inspection times;
▪ Inspect routine and difficult construction for 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;
▪ 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;
▪ Understand, explain, and apply policies and procedures;
▪ Make accurate mathematical calculations related to inspection including volumes and material quantities;
▪ Recognize soil conditions;
▪ Work safely;
▪ Operate a pipe locator as needed to locate District facilities and a wide variety of tools, equipment, and computer programs 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 the knowledge and abilities would be: high school graduation or equivalent, and;

- **Construction Inspector I**: two years of experience in water and wastewater systems work related to construction or maintenance.
- **Construction Inspector II**: two years of construction inspection experience at a level equivalent to the District’s Construction Inspector I.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
- **Construction Inspector I**: Possession of, a State Water Resource Control Board (SWRCB) Distribution 1 certificate is highly desirable.
- **Construction Inspector II**: Possession of a SWRCB Distribution 1 (D1) certificate is required. A D2 is highly 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; talk or hear; and drive. Employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. 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.**


**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.**