SOUTH COAST WATER DISTRICT

INSPECTOR/FOG PROGRAM MANAGER/

DEFINITION

Under general supervision, performs a variety of duties involved in inspecting the workmanship and materials used in a variety of construction and capital improvement projects of District infrastructure; ensures conformance with applicable Federal and State laws, codes, ordinances, plans, specifications, and departmental regulations; performs a variety of activities related to the District’s industrial waste inspection and Fats, Oils, and Grease (FOG) program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Operations & Maintenance Superintendent. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

This is an experienced-level class that independently performs a variety of complex inspections of the work of contractors constructing or modifying District infrastructure to ensure safety and conformance with plans and specifications. Responsibilities include working closely with Operations and Engineering staff, developers and contractors to effect project modifications to meet field contingencies. Incumbents are expected to perform a wide variety of environmental compliance inspection duties, including field inspections, issuance of wastewater discharge permits, and preparing and filing reports with the appropriate regulatory agencies. This class is distinguished from the Project Manager/Inspector in that the latter has responsibility for tracking project progress, making progress payments, and has the authority to stop work on projects within specified guidelines until modifications in design, materials or practices are accomplished.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Inspects all phases of a variety of infrastructure and capital improvement construction projects for conformance with, plans, specifications, contract provisions and safe work practices in accordance with applicable codes, standards, and specifications; inspects materials for identification; performs routine field tests as needed.
- Reviews plans and specifications of assigned construction projects.
- Inspects adjacent properties for damage from construction activity.
- Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.
- Consults with engineering staff regarding problems and change alternatives.
- Prepares and maintains daily inspection reports, progress payments, change orders, claims and other written documentation.
- Acts as liaison between the District, contractors, other agencies, businesses and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- Participates in performing non-contracted labor (i.e., asphalt paving, traffic controls); responds to emergency calls and makes emergency repairs.
- Prepares general construction and site improvement specification and plan review.
- Inspects, monitors, and conducts sampling at various commercial and industrial sites, including inspecting new and existing industry and restaurants.
- Organizes, maintains, and documents all required information for enforcement of District code as directed by Federal requirements; issues Notice of Violation when noncompliance is established.
Performs utilities service (USA) location and marking; monitors contractors working with and around underground services to ensure the work is appropriately performed to code; addresses discrepancies as necessary. Prepares daily activity records and reports; maintains records of inspection activities; maintains inventory of equipment and supplies. Prepares a variety of correspondence, reports, correction notices, procedures and other written materials. Maintains accurate records and files. Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Materials, methods, principles and practices used in construction.
- Principles and practices of construction inspection.
- Basic practices of construction contract administration in a public agency setting.
- Applicable Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects.
- Technical principles and practices of engineering design, specification and cost estimate preparation.
- Defects and faults in construction.
- Principles and practices for the District’s Fats, Oils, and Grease program, the industrial waste inspection function, and related programs and projects.
- Practices and techniques related to wastewater and/or hazardous materials sampling, sample handling and basic analysis methods.
- Practices and techniques of performing industrial facility and process inspections related to areas of assignment.
- Shop arithmetic.
- Safety principles, practices, and procedures of water distribution system maintenance, installation, and repair including cross-connection control, equipment, and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Inspect standard capital improvement and construction projects to ensure compliance with plans and specifications.
- Interpret, apply and explain laws, regulations, codes and departmental policies governing the construction of capital improvement projects and other developments.
- Review change orders, claims and progress payments within specific procedural guidelines.
- Provide technical engineering review and process assistance to District staff.
- Detect and locate faulty materials and workmanship and determining the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications and maps for conformance with District standards and policies.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
Classification
Inspector/FOG
Program Manager

- Coordinate and deal tactfully with contractors, engineers and property owners.
- Assist with the preparation of biddable specifications for a variety of public works construction and maintenance contracts.
- Assist with the development of cost estimates and budgets for public review.
- Prepare and maintain accurate and complete records.
- Perform the entire range of construction inspection activities with a minimum of supervision.
- Understand and carry out oral and written instructions.
- Make accurate mathematic computations.
- Prepare clear, effective and accurate reports, correspondence, change orders, specifications and other written materials.
- Represent the department and the District effectively in meetings with other departments, public and private organizations and individuals.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of experience in utilities operations and maintenance, including experience in construction inspection. Environmental compliance and/or industrial waste inspection experience is highly desirable.

Training:

Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework in engineering or a related field.

License or Certificate:

- Valid California class C driver’s license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools, vehicles, and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement
weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*