SOUTH COAST WATER DISTRICT

CONSTRUCTION INSPECTOR

DEFINITION

This position is located in the Engineering Department and will serve as a Construction Inspector. The incumbent performs inspection of construction projects and field activities for a variety of engineering and capital improvement projects of District infrastructure (Potable Water, Recycled Water, and Sanitary Sewer Facilities); ensures conformance with applicable Federal and State laws, District ordinances, approved plans, specifications, and regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This position reports to a Principal Engineer. This position does not directly oversee any assigned staff.

CLASS CHARACTERISTICS

This is the working level class in the construction inspection class series. The incumbent performs the more routine construction inspections. This class is distinguished from the Senior Construction Inspector class which is the most experienced level construction inspector class. Responsibilities include working closely with District engineering and operations staff, developers and contractors to effect project modifications to meet field conditions. The work requires public contact, frequent use of tact and judgment, thorough knowledge of departmental operations, and the ability to conduct independent projects and programs. This class is distinguished from the professional engineering classifications in that the latter perform design and plan review work requiring specific training in an engineering discipline.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

- Performs inspections during all phases of infrastructure, capital improvement, and private development construction projects for conformance with approved plans, specifications, contract provisions and safe work practices in accordance with all applicable laws, codes and regulations.
- Maintains and enforces schedules on District projects; prepares inspection reports on District projects.
- Compiles and reports information for the review of "as-built" plans; prepares and/or reviews as-built plans for completeness and accuracy; reviews preliminary plans and shop drawings to avoid construction problems and conflicts.
- Inspects water, recycled water, and wastewater facilities, including distribution and transmission systems, mainline sewers, manholes, vaults, pump stations, service laterals, clean-outs, meter installations, excavation and backfill of trenches, restorations of paving and other District facilities and modification and/or expansion.
- Ensures feasibility of contract plans and specifications; for constructability; notes errors, omissions, and potential problem areas.
- Ensures overall project quality and contract compliance with District's Principal Engineer.
- Coordinates specialized inspections with outside inspectors including, but not limited to, geotechnical, structural steel, welding, special coatings and complex structural concrete.
- Performs connection inspections; responds to complaints and inquiries.
- Receives USA DigAlert requests, reads and interprets District facilities grid maps, meets with contractors and customers to locate and mark District facilities. Responds to emergency USA DigAlert requests and
special locate requests from other city departments.

- Inspects and monitors the contractor’s responsibility to implement Cal/OSHA safety practices, Best Management Practices, and Storm Water Pollution Prevention. Inspects and observes approved methods, materials and reporting are being used by third party companies conducting and recording results of hydrostatic pressure tests, flushing, disinfection and bacteriological sampling for potable water facilities. Ensures cross connection protection during all testing phases.
- Attend and/or conduct pre-construction meetings, construction progress meeting and other construction inspection related meetings. Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives with District Engineering staff.
- Prepares punch lists and accurate "As Constructed" plans; prepares and submits supportive data for change orders and progress payments to supervisor on a timely basis for approval.
- Prepares and maintains daily inspection reports, progress payments, claims and other written documentation.
- Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement construction projects.
- Investigates complaints; confers with surrounding property owners regarding project schedule, hazards, inconvenience and code compliance.
- Conducts field review as necessary to assess all pertinent issues of the assigned project.
- Communicates clearly and concisely, both orally and in writing.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Working knowledge of construction methods, materials, practices, specifications and equipment; relevant state and local laws, ordinances, codes and standards; operation of a pipe locator and a wide variety of tools and equipment used in the work;
- Safe work practices and regulations pertaining to the work.
- Basic knowledge of surveying principles and practices.

Ability to:

- Perform routine and difficult inspections for water, recycled water, and wastewater construction and enforce compliance with plans, specifications, and codes.
- Exercise independent judgment within policy and procedural guidelines.
- Direct the work of others.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Read, evaluate, analyze, interpret, and utilize survey hubs, staking, and grade sheets to determine accuracy of construction performed by the contractor.
- Review and analyze construction plans, specifications, records of survey, legal descriptions, maps and blueprints for conformance with District standards and policies.
- Schedule and arrange construction surveys, soils and materials testing and other special services or materials; conduct a variety of tests on new facilities.
- Coordinate 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.
- Maintain clear and accurate records, field sketches, and files of work performed.
- Coordinate and deal tactfully with contractors, engineers, property owners, and the general public.
- Respond to complaints or inquiries from the public, staff, and outside organizations.
Develop recommended revisions to plans and specifications to meet field conditions.
Make accurate mathematic computations related to inspection.
Organize work, setting priorities and meet multiple deadlines.
Operate modern office equipment including computer equipment and specialized software applications 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 the work.
Work safely.

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:

Three (3) years of experience in field engineering, construction or technical engineering support, which included two (2) years of experience in construction inspection and contract, plan and specification interpretation.

Training:

Equivalent to the completion of the twelfth (12th) grade. College-level coursework in biology, chemistry, engineering, construction methods, or a related field is desirable.

License or Certificate:

- Valid California class C driver’s license with satisfactory driving record.
- Grade II Water Distribution Operator Certificate (D2) issued by the California State Water Resources Control Board.
- Cal/OSHA 30-Hour Construction Safety Certification: Needs to be completed and obtained either at date of hire or within an acceptable period of time, not to exceed one (1) year from hire or appointment to the position.

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 and District vehicles; 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 50 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.