Construction Inspector I/II

DEFINITION
Under supervision, reviews plans and submittals to ensure they are complete, accurate and in compliance with construction standards, regulatory requirements and District policies; performs field inspections of construction work in progress to ensure compliance with approved plans, specifications, accepted construction methods, applicable regulations and District policies; performs office and field work involving drafting, surveying, mathematical calculations, preparation of reports and recordkeeping; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS
Construction Inspector I is the entry level classification within the construction inspection series. Under close to general supervision within a framework of established policies and procedures, incumbents learn and perform basic to moderately complex and specialized field inspection duties and related work. Incumbents may perform basic drafting and mapping; assist in reviewing plans covering all discipline areas (e.g., civil, electrical, mechanical, etc); perform simple construction-related surveying, water quality sampling, basic engineering calculations and computer data entry; keep a variety of records and logs; perform quantity take-offs; monitor project status; prepare customer job orders; and prepare a variety of reports.

Construction Inspector II is the experienced, journey-level classification within the construction inspection series. Under limited supervision within a framework of established policies and procedures, incumbents perform the full range of assigned tasks, while exercising discretion and independent judgment within established guidelines. The Construction Inspector II class is distinguished from the Construction Inspector I by the relative independence with which they perform their duties and the ability to perform the full range of duties.

These classes are flexibly staffed. Advancement to the II level is based on demonstrated proficiency in performing assigned functions, possession of required knowledge, skills, and abilities, meeting experience and certification requirements, and upon recommendation of the immediate supervisor and approval by the department head.

Incumbents report to the Development Services Manager or an Engineering Supervisor.

TYPICAL DUTIES
TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Acts as the District’s representative in monitoring and overseeing the activities of contractors performing work on construction projects.

- Conducts field inspections of all or major portions of construction projects covering all disciplines (e.g., civil, electrical, mechanical, etc); after appropriate consultation, may stop work in progress, require appropriate corrective measures and/or refuse to issue inspection certificates for failure to conform to plans and specifications.

- Ensures that contractors comply with appropriate construction methods, equipment,
standards, workmanship, and quantity and quality of materials involved in the job.

- Reviews and interprets specifications and plans and confers with contractor's field representative and appropriate District staff regarding work or materials that deviate from contract plans and specifications and ensures that appropriate corrective measures are applied.

- Inspects delivered materials in the field; inspects shop fabrications of materials to be incorporated into construction projects.

- Performs specialized inspections within civil, mechanical and electrical disciplines, including, but not limited to, the batching of concrete, concrete structures, structural steel fabrication, welding of pipe, linings and coatings of pipes, tanks, and other appurtenances and facilities; pump and valve installations, electrical and signal conduit, conductor and switchgear installations, and process piping.

- Selects samples and makes tests of concrete, aggregate and other construction materials; submits materials for testing; ensures that contractors or others are taking soil samples and performing required soil compaction testing.

- To the degree specified by supervisor, utilizes judgment in permitting field changes in matters not requiring engineering re-design; for more significant field changes beyond inspector's authority, consults with appropriate supervisor or engineer and relays instructions to contractors.

- Performs basic standard drafting and mapping; updates maps; prepares record drawings and survey notes; performs engineering calculations; keeps records and logs, including details and progress of construction work; makes monthly estimates of quantity of construction completed; and prepares a variety of reports.

- Performs water quality sampling and basic water quality testing.

- Operates water distribution system components as necessary to facilitate distribution system related construction work activities.

- Safely operates a District vehicle to and from construction sites; operates a digital camera to record field conditions; uses mobile radio and telephone to communicate with others; and uses a computer and a variety of software packages as required.

- May operate surveying instruments and review surveying data and procedures to ensure that line, grade and location have been properly established and that they are followed during construction.

- May train or assist in training lesser skilled employees on specific assignments.

- Performs other related work as required.
REQUIREMENTS
Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

**Education and Experience:**
Possession of a high school diploma, or its equivalent, and

**Construction Inspector I:** Three (3) years of full time experience in a construction trade or as an engineering technician.

**Construction Inspector II:** Three (3) years of full-time experience equivalent to the District’s classification of Construction Inspector I.

**Knowledge, Skills and Abilities:**
Knowledge of: the methods, materials, equipment and tests used in the construction and installation of pipelines and structures; mechanical and electrical systems; water distribution and transmission systems and facilities; proper inspection techniques to examine construction workmanship and materials for defects and faults; materials sampling, testing and estimating procedures; surveying principles and methods as applied to construction work; basic principles of mathematics including algebra, geometry and trigonometry; use of Global Position Systems (GPS) equipment; relevant OSHA regulations and principles and practices of work safety; factors affecting water quality in a water distribution system; basic water quality sampling techniques and testing methodologies; and both English and metric measuring systems.

Skill and Ability to: make accurate mathematical calculations relative to construction and surveys; operate a surveying level, computer, mobile radio, telephone and a variety of camera equipment; carry out thorough and complete field inspection activities; effectively represent the District where relations may be strained; read and interpret engineering drawings, construction plans, specifications, and work orders; use computer programs including word processing, spreadsheet, project scheduling, and presentation software; make volume, leakage, quantity and other mathematical calculations with speed and accuracy; communicate effectively, both orally and in writing; maintain detailed, complete and accurate records; prepare clear and concise written reports; establish and maintain effective working relationships with those contacted in the course of the work; work independently and reliably in the field; and to perform the essential functions of the job without causing harm to self or others.

**Additional Requirements:**
- Must possess a valid California driver’s license and have a satisfactory driving record

**Construction Inspector I:** Must obtain a Grade 1 Water Distribution Operator Certification within 12 months of employment. Failure to obtain a Grade 1 Water Distribution Operator Certification within 12 months will result in termination of employment.

**Construction Inspector II:** Possession of a Grade 2 Water Distribution Operator Certification is required.
**Working Conditions/Physical Requirements:**
The essential functions of the job requires the ability to work outdoors on a year-round basis under a variety of climatic and geographic conditions; work long or unusual hours as situations demand; regularly drive a vehicle from site to site; work in an environment with exposure to loud noise, chemicals, fumes, and other environmental substances; traverse uneven terrain; stand for long periods of time; bend, squat, crawl and/or climb into large diameter pipelines and confined spaces; climb ladders, stairs and other construction access points to inspect construction sites; grasp, hold and reach; speak and hear in person and on the phone; sit for extended periods of time when performing office tasks; finger dexterity to operate a computer; and the strength to frequently lift and/or carry objects weighing up to 25 pounds and occasionally weight up to 55 pounds.

Revised: 07/12

Approved: [Signature]

Human Resources/Risk Manager