



**APPROVED BY: THE CHIEF
OPERATING OFFICER**

EFFECTIVE: May 2019

**CONSTRUCTION INSPECTOR I/II
RESIDENT CONSTRUCTION INSPECTOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform onsite construction inspection duties for capital projects in support of the District's flood control, water quality and production, water storage, recycled water projects, and treatment and distribution facilities; to prepare a variety of reports, correspondence and documentation; and to perform a variety of duties relative to the assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Construction Inspector I

This is the entry level in the Construction Inspector series. Employees have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at management's discretion.

Construction Inspector II

This is the experienced level within the Construction Inspector series. As knowledge of operating procedures is gained, positions at this level have acquired some proficiencies but still require general supervision. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or, when filled by the outside, have limited experience. Advancement to the level of Resident Construction Inspector is based on demonstrated proficiency in performing the assigned functions and is at management's discretion.

Resident Construction Inspector

This is the journey level class within the Construction Inspector series. Employees at this level are distinguished from other levels within this classification by the performance of the full range of duties as assigned with only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the next higher level class of Chief Construction Inspector in that the latter is the first supervisory level class in the series.

SUPERVISION RECEIVED AND EXERCISED

Construction Inspector I

Receives immediate supervision. Employees within this class work in the presence of their supervisor or in a situation of close control and easy reference. Work assignments are given with explicit instructions or are so routine that few, if any, deviations from established practices are made without checking with the supervisor.

Construction Inspector II

Receives general supervision. The assigned duties for employees within this class require the exercise of judgment or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The employee may or may not work in proximity to their supervisor.

Resident Construction Inspector

Receives direction. Employees within this class receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employees.

TYPICAL DUTIES

The duties specified below are representative of the nature and range of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Review and interpret plans and specifications; note errors and deviations from standards, specifications, and drawings and confer with contractors' representatives and project engineers regarding materials or methods; ensure that appropriate action is taken; may perform Davis-Bacon interviews for federally-funded projects.

2. Direct and guide the work of external contractors to ensure compliance with plans, specifications for construction materials, methods, equipment, workmanship, prevailing wage laws, and District policies and procedures.
3. Monitor work site safety programs to ensure compliance with District requirements; attend various training classes for confined space, HAZWOPER (Hazardous Waste Operations), hazardous materials, and other occupational health and safety programs.
4. Coordinate field or laboratory materials testing for fluids, sand, aggregate, soils, concrete, asphalt, coatings, weldings, and other materials to ensure compliance with project standards; document and provide results to contractor; maintain testing reports.
5. Use construction management software to prepare documentation on construction and inspection activities including description of work performed, average work force and hours work, equipment and materials used, inspections performed, supplemental work authorized, problems encountered, weather, site visitors, California Environmental Quality Act (CEQA) issues, and payments processed in daily and weekly inspection records and daily diaries and photographs.
6. Evaluate and prepare documentation for change orders, progress pay estimates, and contract claims; accept or reject defective or non-compliance contract work; document daily extra work; review and track construction staking requests; ensure corrections are made and completion of final items; recommend acceptance of project to project engineer.
7. Conduct monthly environmental compliance inspections to ensure contractor compliance with best management practices for Stormwater Pollution Prevention Plan (SWPPP) and biological monitoring; complete and submit required documentation.
8. Prepare a variety of reports and correspondence including field memos, notes, as-built drawings, punch lists, emails to contractors and other stakeholders; submit reports and correspondence to appropriate management personnel.
9. Coordinate project activities with District operations and maintenance staff to minimize impacts on operations.
10. Act as District liaison with contractors, utility companies, homeowners, general public, government agencies, and organizations constructing facilities adjacent to District properties or facilities.
11. Attend preconstruction meetings and weekly progress meetings with contractor; respond to questions for construction project information; interpret construction documents and resolve differences between contractor and District staff.
12. Maintain a variety of detailed records, as-built drawings, and files for assigned projects.
13. Employees have a responsibility for safety; for following safety regulations and safety policies and procedures applicable to their work.

14. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.
15. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

The level and scope of the knowledge, skills and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Construction Inspector I

Some Knowledge of:

Principles and practices of construction.
Work place safety requirements.
Best practices for office procedures, methods, and equipment.
Common desktop applications and software as well as specialized software related to the work.

Ability to:

Learn storm water pollution prevention program rules and regulations including the Storm Water Pollution Prevention Program (SWPPP).
Read and interpret plans, specifications, maps, drawings, contracts, and work orders.
Inspect flood control and water supply projects for conformance with plans and specifications and for progress payment authorization.
Recognize confined space safety issues and ensure compliance with pertinent safety plans and regulations.
Recognize hazardous materials safety issues and ensure compliance with pertinent safety plans and regulations.
Prepare clear and concise reports.
Maintain and update various files.
Use sound independent judgment within established guidelines.
Read, interpret, and apply local, state, and national construction codes such as the American Society for Testing and Materials International (ASTM) standards.
Establish and maintain effective working relationships with those contacted in the course of work.
Understand and follow verbal and written instructions.
Communicate clearly and concisely, both orally and in writing.
Learn to use construction management software.
Learn drafting, surveying, and engineering practices and terminology.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to completion of the twelfth grade supplemented by vocational or college coursework in project management or construction trades.

Experience

None.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Construction Inspector II

In addition to the qualifications for Construction Inspector I:

Some Knowledge of:

Methods and techniques of mechanical installation including process piping, pumps, valves, and other appurtenances.

Methods and techniques of electrical installation including circuitry, lighting, and related controls.

Construction contract administration principles and practices.

Hazardous material regulations and procedures as they pertain to construction projects and District facilities.

Operational characteristics of a variety of specialized construction inspection equipment, tools, and apparatus such as air monitors and noise monitors.

Methods and techniques of construction code enforcement.

Confined space regulations and procedures as they pertain to construction projects and District facilities.

Methods, materials, equipment, and techniques used in the construction of flood control and water storage and distribution facilities.

Construction contract administration principles and practices.
Local, state, and national construction codes such as the American Society for Testing and Materials International (ASTM) standards.
Storm water pollution prevention program rules and regulations including the Storm Water Pollution Prevention Plan (SWPPP).

Ability to:

Perform inspections of flood control, recycled water projects, and water supply projects for conformance with plans and specifications and for progress payment authorization.
Drafting, surveying, and engineering practices and terminology.
Use construction management software.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to completion of the twelfth grade supplemented by vocational or college coursework in project management or construction trades.

Experience

Two (2) years of construction inspection experience.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Resident Construction Inspector

In addition to the qualifications for Construction Inspector II:

Working Knowledge of:

Methods and techniques of mechanical installation including process piping, pumps, valves, and other appurtenances.
Methods and techniques of electrical installation including circuitry, lighting, and related controls.
Hazardous material regulations and procedures as they pertain to construction projects and District facilities.
Operational characteristics of a variety of specialized construction inspection equipment, tools, and apparatus such as air monitors and noise monitors.

Methods and techniques of construction code enforcement.
Confined space regulations and procedures as they pertain to construction projects and District facilities.
Methods, materials, equipment, and techniques used in the construction of flood control and water storage and distribution facilities.
Construction contract administration principles and practices.
Local, state, and national construction codes such as the American Society for Testing and Materials International (ASTM) standards.
Storm water pollution prevention program rules and regulations.
Construction contract administration principles and practices.
Report writing and research techniques.

Ability to:

Prepare a variety of complex statistical reports and documentation.
Apply independent judgment to troubleshoot and solve construction-related problems.
Make sound, independent decisions within established policy and procedural guidelines.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to completion of the twelfth grade supplemented by vocational or college coursework in project management or construction trades.

Experience

Four (4) years of construction inspection experience.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Must be able to obtain the appropriate hazardous materials and confined space certification.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens and copiers; moderate noise levels; and controlled temperature conditions.

Physical Conditions

Essential functions may require maintaining physical condition necessary for reaching, walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard and mouse; light to moderate lifting; reaching above head; visual acuity for reading documents, correspondence and computer screens; operating a variety of manual and automated office equipment.

CLASS LEGEND

Established Date: 5/2018
Employee Groups: EA
Revisions Dates: 5/2019
FLSA Status: Non-exempt

	<u>Current</u>	<u>Previous</u>
Class Code:	CN1/2/5	
Series Code:	1CN	
Family Code:		
Previous Titles:		
Analyst:	FD	