



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Construction and Safety Inspector I/II/III
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GENERAL PURPOSE

Under immediate (Construction and Safety Inspector I), to general (Construction and Safety Inspector II) supervision, to direction (Construction and Safety Inspector III), performs a range of quality-control and safety inspections of public works, waterworks, and utility construction projects; interprets plans and specifications to ensure contract compliance; and performs related duties.

DISTINGUISHING CHARACTERISTICS

Construction and Safety Inspector I: This is the entry-level classification in the Construction and Safety Inspector series. Initially under close supervision, incumbents learn and perform routine quality-control and safety inspections of public works, waterworks, and utility construction projects. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Construction and Safety Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Construction and Safety Inspector II: This is the fully qualified journey-level classification in the Construction and Safety Inspector series. Positions at this level are distinguished from the Construction and Safety Inspector I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive 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.

Construction and Safety Inspector III: This is the advanced-level classification in the Construction and Safety Inspector series responsible for performing the more complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform a full range of inspection

duties independently and to assist Senior Construction and Safety Inspectors with larger projects. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to perform quality-control and safety inspections. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

When assigned to Electrical and Safety Inspections: The incumbent must have a thorough knowledge of electrical, instrumentation and control functions and must be able to verify that all codes, specifications and procedures are being met.

This class is distinguished from the Senior Construction and Safety Inspector in that the latter performs the most complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervisor (Construction and Safety Inspector I), general supervision (Construction and Safety Inspector II) or direction (Construction and Safety Inspector III) from the Construction and Safety Inspection Supervisor. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

Positions at the Construction and Safety Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Inspects project sites for conformance with plans, specifications, contract provisions, and compliance with Cal OSHA regulations and District safety standards and policies; inspects materials and performs routine field tests as needed.
- Monitors and inspects assigned water, sewer, and reclaimed water construction projects and installations to ensure compliance with project documents including the installation of pipelines, manholes, fittings, valves, appurtenances, generation pumps, tanks, electrical conduits, panels, rebar, irrigation, landscaping, and grade alignment within the District.
- Reviews plans and specifications of assigned construction project; confers with supervisors, consultants, contractors, and various District staff regarding conformance to standards, plans, specifications, and codes and on field design

conflicts, construction requirements, and contract documents; conducts pre-construction meetings with developers and contractors.

- Determines elevation of pipe, vault structures, and other utilities; verifies alignment and obtains measurements as pipeline and structures are being constructed.
- Verifies concrete vault construction, including placement of reinforced steel, embedded items, concrete quality, placement of form work, expansion and sealant materials, and welded joints.
- Conducts concrete and soil compaction tests, hydrostatic tests, paint thickness tests, holiday tests, chlorine content tests, and line pressure tests; collects water samples for bacteriological testing; participates in pump performance testing; monitors electrical testing; monitors and inspects asphalt paving.
- Records drawings, hydrostatic test data sheets, concrete-cylinder test data sheets, and various miscellaneous reports as needed; records amount of materials used and work performed; prepares necessary reports for progress payments; prepares and maintains daily inspection reports, progress payments, change orders, claims, and other written documentation.
- Assists in the inspection of large and complex construction projects; schedules specialized inspections and testing required with District departments and outside contractors.
- May train less-experienced staff in work assignments.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When Assigned to Electrical Inspections:

- Verifies underground conduit installation conforms to the contract documents including trench inspection, material installation and concrete placement.
- Verifies electrical switchgear installation conforms to the contract documents including primary conductors, bonding, anchors, bolting or torquing to manufacture recommendations, bussing impedance measurements.
- Verifies ground phase work including networks, ground wells, conductor size and grounding tests.
- Monitors wire pulling phase including pulling methods, stress on conductors and megging of conductors.
- Involved with commissioning and startup to verify electrical equipment performs as intended and the proper documentation is recorded.

REQUIRED QUALIFICATIONS

Positions at the Construction and Safety Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Materials, methods, principles, and practices used in the construction and repair of water systems and facilities.
- Principles and practices of water systems and facilities construction inspection.
- Basic practices of construction contract administration in a public agency setting.
- Applicable federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Commonly encountered defects and faults in construction.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles and theories pertinent to engineering and construction.
- Technical report writing and preparation of correspondence.
- Compaction principles, methods and techniques.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Those assigned to electrical and safety inspections shall have working knowledge of the National Electrical Code (NEC), Nation Fire and Protection Association code, and relevant to testing criteria.

Ability to:

- Inspect water systems and facilities projects to ensure compliance with plans and specifications.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and legal descriptions for conformance with applicable standards and policies.
- Coordinate activities with multiple contractors, engineers, agencies, and property owners.
- Make accurate mathematical, financial, and statistical computations.

- Record accurate and neat sketches during on-site field inspections.
- Perform field tests following precise procedures and interpret observations and test results to determine acceptability.
- Enforce specifications and safety regulations.
- Effectively represent the department and the District in project meetings.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Construction and Safety Inspector I: Two (2) years of construction trades work experience.
- Construction and Safety Inspector II: Three (3) years of progressively responsible construction trades work experience, or one (1) year as a Construction and Safety Inspector I with the District.
- Construction and Safety Inspector III: Four (4) years of progressively responsible construction trades work experience, or one (1) year as a Construction and Safety Inspector II with the District.
- When assigned to Electrical Inspections: Four (4) years of experience in waterworks construction, including three (3) years of experience as a project inspector; or an equivalent combination of training and experience.

Education:

- Construction and Safety Inspector I/II/III: Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

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- A valid California driver's license and the ability to maintain insurability under the District's Vehicle insurance policy.

Construction and Safety Inspector I:

- Field Testing Technician Grade I certification by the American Concrete Institute is desired, but not required, at time of hire, but must be obtained within the first year of employment with the District.

Construction and Safety Inspector II:

- Field Testing Technician Grade I certification by the American Concrete Institute.
- Water Distribution Operator Grade I certificate issued by Department of Health Services is desired.

Construction and Safety Inspector III:

- Field Testing Technician Grade I certification by the American Concrete Institute.
- Water Distribution Operator Grade I certificate issued by Department of Health Services is desired.

When Assigned to Electrical Inspections:

- Certification as a commercial electrical inspector issued by the International Code Council (ICC) must be obtained within twelve months from date of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium

physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also 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 in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Construction and Safety Inspector I/II/III class series are flexibly staffed; positions at the Construction and Safety Inspector II level are normally filled by advancement from the Construction and Safety Inspector I level; progression to the Construction and Safety Inspector II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Construction and Safety Inspector II level.

Progression to the Construction and Safety Inspector III level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Construction and Safety Inspector III level.

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Last Update: April 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29 ,2020</i>
Date modified:	<i>April 2020</i>
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Construction and Safety Inspector I/II/III. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____