



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	Contract Quality Assurance Inspector
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GENERAL PURPOSE

Under general supervision, coordinates, monitors, and inspects the work of contractors engaged in the construction, maintenance, and other related services at District-owned facilities; assists in the development and administration of maintenance construction projects and service related contracts; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the fully qualified journey-level classification in the Contracts Inspection series. Incumbents perform the full range of duties, 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing Manager. 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.

- Inspects District facilities and locations for landscape, weed abatement, and other related contracted services as required; inspects work quality and materials used in a variety of landscape construction, maintenance, and other service related contracts to ensure compliance with contracted scope of work, approved plans, specifications, codes, and ordinances.
- Assists in the development and administration of landscape construction, maintenance, and other services related contracts; coordinates and monitors contractor schedules; reviews plans, specifications, and sites of service-related contracts; attend pre-construction meetings with contractors and developers; ensure that projects meet District codes and standards.

- Inspects the installation and maintenance of drainage systems, irrigation systems; inspects installation of pipe, heads, and valve assemblies to ensure proper materials and methods are used in the construction and maintenance of drainage and irrigation systems.
- Leads on-site safety meetings with various service-related contractors to ensure compliance with the District's safety standards and contracted scope adherence.
- Monitors contractor work performance throughout project and/or contract term; upon completion notes non-compliance issues; implements or recommends corrective course of action; ensures that safety procedures are followed.
- Schedules quarterly and annual crane inspection and certification services with contractors; provides access to all contracted crane locations; inspects crane service area for accessibility and safety; provides oversight and updates crane inspection log books and crane asset monitoring systems; reports deficiencies.
- Performs minor maintenance and repairs to landscaped areas, facilities, and buildings; performs minor herbicide and pesticide applications, as needed.
- Provides information to the general public; responds to questions, complaints, and inquiries.
- Prepares necessary activity reports, documentation, and other communication materials.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, equipment, and safety hazards of general maintenance construction, landscape and Irrigation systems installation, maintenance, and applications.
- Principles of landscaping as applied to construction and maintenance of project areas.
- Principles and practices used in the safe handling and application of pesticides and herbicides.
- Methods and techniques of conducting inspections for compliance with quality, contract obligations, and District standards.
- Methods and techniques of installing and maintaining irrigation systems.
- General contract administration practices and procedures.
- Principles and practices of record keeping.
- 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.

Ability to:

- Inspect and evaluate the work of contracted services.
- Assist in contract development and administration.
- Analyze complex landscaping problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Perform minor repair and maintenance tasks.
- Prepare clear and concise reports, correspondence, and other written materials.
- Follow and apply written and oral work instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- 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:

- Three (3) years of progressively responsible experience in landscape maintenance and/or landscape construction.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

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

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.

Eastern Municipal Water District
Job Title: Contract Quality Assurance Inspector
Last Update: March 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:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Contract Quality Assurance Inspector. 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: _____