

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 Inspection Supervisor
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GENERAL PURPOSE

Under general direction, supervises the construction and safety inspection of public works, water works, and utility construction projects, participates in advanced technical work in the inspection of large or specialized District construction projects and installations; and performs other duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the Construction and Safety Inspection series that exercises independent judgment on diverse and specialized construction and safety inspection of public works, water works, and utility construction projects with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day construction projects and are responsible for providing technical level support to the Construction and Safety Inspection Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Construction and Safety Inspection Manager. Exercises direct supervision over technical 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.

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.

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- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Serves as liaison between the District and outside contractors on large or specialized construction projects including, but not limited to, inspections for treatment plants, pump stations, lift stations, pipelines, and wells; enforces safety regulations and cites contractors in the event of non-compliance; monitors corrections to unsafe conditions.
- Inspects, monitors, and conducts sampling and records construction and safety activities and installations to ensure compliance with project documents, District standards, and California Occupational Safety and Health Administration (Cal OSHA) regulations, including those pertaining to the reinforcement of steel and concrete placement, pipeline valves, fittings, and other appurtenances; major mechanical and electrical installation, structural masonry, instrumentation, earthwork, irrigation systems and landscaping, major gaseous and liquid fed chlorine systems, heating, ventilation and air conditioning systems, and welds, line and grade of pipelines, excavation of trenches, and the installation of large water and sewer pipes.
- Provides daily status reports; charts progress of contract schedules; records and maintains project files; records as-built information on project drawings; reviews, files, and maintains shop drawing submittals; submits and reviews monthly pay estimates; reviews contractor change orders and makes recommendations.
- Reviews assigned project plans and specifications with consulting engineers; makes recommendations on modifications of plans and specifications; verifies that certificates, manuals, and other contractor data are applicable to installations; verifies that tests, equipment, system startups and maintenance are conducted as required by contracts; verifies that safety meetings and trainings have performed to address citations or correct deficiencies.
- Examines installation materials to verify conformance with specifications; performs and documents compliance and suitability of materials for installation and application; reviews and examines safety equipment for construction.
- Inspects and verifies work in progress and completed work for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; recommends plan and specification modification; verifies project completion; conducts final inspection in the company of District representatives,

engineers and contractors; assists in developing District construction standards by drafting proposed revisions to existing standards and codes.

- Operates a variety of surveying and safety equipment.
- Confers with supervisors, consultants, contractors, Risk Management, and various District staff members on the interpretation of construction safety requirements and contract documents.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Supports and promotes the application of Continuous Improvement principles in the oversight of operations within the business unit.
- Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.
- Develops and monitors team and individual performance measures, ensuring that they align with District's strategic and operational plans.
- Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Laws, regulations, statutes, codes, and ordinances governing water facility construction projects including American Concrete Institute (ACI), National Electrical Code (NEC), American Water Works Association (AWWA), American Society for Testing and Materials (ASTM), Uniform Building Code (UBC), Concrete Reinforcing Steel Institute (CRSI), National Fire Protection Association (NFPA), federal, state, county, and city regulations.

- Principles, practices, methods, materials, equipment, and safety requirements of construction inspection, especially as they relate to water and wastewater systems and facilities inspections.
- Earthwork, asphalt paving, and concrete construction principles, methods, and techniques; mechanical equipment inspection; paint/coating inspection; electric wire, conduit, electrical metallic tubing, cable tray, and cable materials and terminology; electrical and telemetry principles, circuits, devices, and systems.
- Basic technical principles and practices of engineering design, specification, and cost estimate preparation.
- Mathematical principles including algebra and geometry.
- Materials sampling, testing, and estimating procedures.
- Principles and procedures of record keeping.
- District personnel rules, policies, and labor contract provisions.
- 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.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Familiar with process mapping and structured problem solving.
- Theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist with the preparation, administration, and monitoring of a division/department budget.

- Analyze, interpret, prepare and make recommendations on complex water and sewer facility construction plans, specifications, drawings, sketches, diagrams, and codes.
- Inspect engineering construction projects; 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 blueprints for conformance with District standards and policies; analyze, interpret, prepare, and make recommendations on complex water and sewer facility construction plans, specifications, drawings, sketches, diagrams, and codes.
- Review and authorize change orders within specific procedural guidelines.
- Operate and use common electronic, construction, and surveying tools.
- Maintain accurate records and files of work performed.
- Perform field tests following precise procedures and interpret observations and test results to determine acceptability.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to infrastructure, capital improvement, and private development construction.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal 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.

Continuous Improvement Based Abilities:

- Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs.
- Validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation.
- Create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

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:

- Seven (7) years of increasingly responsible experience in waterworks and sewer construction inspection in the area(s) of specialization, including treatment plant inspection, pump station inspection, lift station inspection, and pipeline inspection, including advanced construction experience in concrete, masonry, pipeline installations, or electrical.

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

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 40 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: Construction and Safety Inspection Supervisor
Last Update: October 2019

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>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Construction and Safety Inspection Supervisor. 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: _____