JOB DESCRIPTION
Construction and Safety Inspector I (Flex)
Construction and Safety Inspector II (Flex)
Construction and Safety Inspector III
Code Number: 26007, 26006, 26005

GENERAL PURPOSE

Under general supervision, 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 is the entry level class in the Construction and Safety Inspector series. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Construction and Safety Inspector II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Construction and Safety Inspector II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Construction and Safety Inspector I by the relative independence with which duties are performed.

Construction and Safety Inspector III is the advanced journey-level class in this series. Incumbents are expected to perform a full range of inspection duties independently and to assist Senior Construction and Safety Inspectors with larger projects as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FLSA DETERMINATION: Nonexempt.
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 the class.

Inspects project sites for compliance with Cal OSHA regulations and District safety standards and policies; enforces all safety regulations and cites contractors as required for non-compliance and monitors corrections to unsafe conditions; monitors and inspects assigned water, sewer, and reclaimed water construction projects and installations to ensure compliance with project documents including the installation of pipelines, man holes, fittings, valves, appurtenances, generation pumps, tanks, electrical conduits, panels, rebar, irrigation, landscaping and grade alignment within the District.

Interprets construction plans, documents, and specifications; makes recommendations on change orders; confers with supervisors, consultants, contractors and various District staff on field design conflicts, construction requirements and contract documents.

Travels outside of District to inspect the manufacturing of steel pipe.

Reads individual job’s construction plans, documents and specifications; confers with supervisors, consultants, contractors and various District staff on field design conflicts, construction requirements and contract documents.

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, line pressure tests and collects water samples for bacteriological testing; participates in pump performance testing; monitors electrical testing; monitors and inspects asphalt paving.

Reads, reviews, analyzes, evaluates, compares to specifications, and comments on construction documents and site prior to the start of construction, thereby identifying potential problems.

Prepares inspectors’ daily report and periodic progress reports on construction projects and installation work; recommends progress payments to contractors, maintains accurate, up-to-date as-built drawings to depict current status of projects; records drawings, hydrostatic test data sheets, concrete cylinder test data sheets and various miscellaneous reports as needed; reviews and submits contractor pay estimates; maintains project start-up documentation.

**FLSA DETERMINATION:** Nonexempt.
Schedules specialized inspections and testing required with District departments and outside contractors.

Conducts pre-construction meetings with developers and contractors.

May train less-experienced construction inspectors.

Assists in the inspection of large and complex construction projects.

Meets and confers with contractors and developers, cities, counties and governmental agencies.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

Laws, statutes, codes and ordinances governing water and sewer facility construction projects; waterworks procedures, systems and operations; Cal OSHA Title 8, state, city, county, and District policies related to safety; common construction methods; proper usage of construction materials and equipment; safety requirements and procedures pertaining to work practices; engineering mathematics; asphalt paving and concrete construction principles, methods and techniques; compaction principles, methods and techniques; computer fundamentals and database applications on PC equipment.

**Ability to:**

Analyze and interpret water and sewer facility construction plans and specifications; operate common construction and surveying tools, pipeline and underground utility locators, compaction and concrete testing equipment; make quantity calculations and prepare estimates; inspect pipeline construction; enforce and interpret Cal OSHA and District regulations with firmness, tact and impartiality; develop accurate and neat sketches during on-site field inspections; perform field tests following precise procedures and interpret observations and test results to determine acceptability; coordinate necessary work with other entities; establish and maintain effective working relationships with those contacted in the course of work; enforce specifications and safety regulations; follow and

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apply written and oral work instructions; communicate effectively, orally and in writing; make sound independent judgment within established guidelines; work independently in the field.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of journey-level construction work experience, including experience in more than one trade; or an equivalent combination of training and experience.

A Construction and Safety Inspector I may be considered for advancement to Construction and Safety Inspector II after demonstrating proficiency to perform the full range of duties of the latter class.

Typically, a Construction and Safety Inspector I is expected to be capable of meeting the proficiency criteria within a 12–24 month period, depending on an individual’s prior experience and progression in performing the full range of Construction and Safety Inspector II duties as described in the established performance criteria. The Construction and Safety Inspector II is expected to be capable of meeting proficiency criteria to flex to a III within a 12–24 month period, depending on an individual’s prior experience and progression.

**Licenses; Certificates; Special Requirements:**

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 is desired, but not required, at time of hire (at the I Flex level) and must be obtained within the first year of employment with the District.

Water Distribution Operator Grade I certificate issued by Department of Health Services is desired at the Construction and Safety Inspector II and III levels.

**PHYSICAL AND MENTAL DEMANDS**

**FLSA DETERMINATION:** Nonexempt.
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, wrists or feet; and reach with hands and arms. The employee frequently is required to walk and stand; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Specific hearing requirements include the ability to hear phone conversations, in-person conversations under normal office conditions, signal warnings while working around moving equipment; and the ability to differentiate operating equipment sounds.

The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work; work under deadlines with constant interruptions; perform multiple, concurrent tasks; interact with District staff and other organizations; and interact with dissatisfied or quarrelsome individuals.

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.

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The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud. The employee regularly works near moving equipment and heavy traffic, on ladders/scaffolding or in precarious places, in confined spaces such as trenches, pipelines, and vaults, and on uneven or slippery surfaces.

**FLSA DETERMINATION:** Nonexempt.
FLEX REQUIREMENTS
Construction & Safety Inspector I (Flex)
Construction & Safety Inspector II (Flex)
Construction & Safety Inspector III

LENGTH OF TIME REQUIRED

A Construction & Safety Inspector I may advance or “flex” to the Construction & Safety Inspector II class after 12-24 months of experience in the Construction & Safety Inspector I class.

A Construction & Safety Inspector II may advance or “flex” to the Construction & Safety Inspector III class after 12-24 months of experience in the Construction & Safety Inspector II class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

In order to flex to a II level, the Construction & Safety Inspector I must also demonstrate proficiency to perform the full range of duties as described in the Construction & Safety Inspector I/II/III job description. This includes proficiency in conducting pre-construction meetings and putting together a monthly pay estimate. Incumbents must also obtain an A.C.I. license, Grade I before advancing to Construction & Safety Inspector II, and must be able to conduct increasingly difficult inspection tasks in the following areas: paint & coatings; steel preparation for paint or coating; form work; concrete forms; and read layout sheets for reinforcing bars.

In order to flex to the III level, the Construction & Safety Inspector II must also demonstrate proficiency in all pipeline projects and most of the difficult capital improvement projects with
little supervision. This level would assume a leadership role and would assist in training entry-
level staff and less experienced inspectors.