

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

## **Job Title: CONSTRUCTION INSPECTOR 1**

**Department: Operations & Maintenance**

**FLSA Status: Non-Exempt**

**Reports to: System Maintenance Supervisor**

**Position Type: Full Time**

**Revision Date: November 2014**

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### **POSITION SUMMARY**

Under general supervision and direction of the System Maintenance Supervisor, the Construction Inspector 1 is responsible for field inspection of heavy civil construction projects, ensuring proper project completion in compliance with plans, specifications, time, and cost requirements; review of construction plans; and related work as required. The Construction Inspector 1 is expected to be able to perform each of the essential duties and responsibilities listed below; however, they require a moderate level of involvement and direction from the Senior Project Manager and the specific Project Manager of the various construction projects the Construction Inspector is inspecting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Inspect heavy civil construction projects, such as large diameter pipelines, pump stations, reservoirs, turnouts and other metering facilities, and water treatment plants, and detect flaws in construction methods and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Understand and interpret engineering plans and specifications associated with heavy civil engineering projects.
- Maintain detailed records and information to include daily inspector's reports and digital photographic records of work. Make field measurements and calculations as necessary.
- Prepare inspection checklists, interim and final punch lists, conduct final walk-through, and verify project completion.
- Prepare field sketches and maintain a current set of as-built drawings reflecting all changes to the plans, maintain documentation for each change to plans.
- Coordinate materials testing, and review reports for conformance with specifications. Conduct field tests of construction materials to ensure proper quality.

- Simultaneously handle multiple projects with varying degrees of complexity under pressure of deadlines.
- Issue notices of non-compliance, stop notices, and field orders, as required.
- Use computer systems and software packages related to construction reporting, analysis, and specifications.
- Effectively represent the District in contacts with the public, other government agencies, contractors, developers, and professional engineering consultants.
- Communicate effectively orally and in writing, and develop and maintain documentation, records and reports.
- Be called upon to work overtime as required and to respond to emergency call-out.
- Command respect of associates through knowledge of work, professional conduct, good judgment, sound decisions, integrity, and exemplary performance.
- Perform other duties as directed.

## **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### Education and Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be a High School diploma or general education degree (GED) and a minimum 1 year of experience related to construction inspection or equivalent combination of education and experience. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to read and interpret blue prints, plans and written specifications.

### Knowledge of

Water distribution system construction, including, but not limited to, latest construction principles, practices, techniques, materials, codes, policies, procedures and laws. Installation, modification, maintenance, repair and operation of large distribution systems and components. Methods, materials, tools, and equipment used in the construction of water development and distribution and other hydraulic projects and facilities. Traffic control, welding inspection and fundamentals of field survey. Mathematics and physics as applied to engineering, topography, construction, and design of structures, hydrology, drainage, and irrigation systems. Public works construction inspection and contract administration.

### Skills

Ability to read and interpret documents, including construction specifications; operations, maintenance, and procedure manuals; and engineering drawings. Ability to write routine reports and internal memoranda. Ability to communicate effectively with employees and contractors. Ability to apply common sense understanding to carry out instructions furnished in written, oral,

or diagram form. Ability to solve day-to-day problems and to properly respond to stressful situations. Ability to plan, organize, and schedule workload to maintain efficiency in assigned duties. Proficient in word processing, spreadsheet, and database computer applications.

## **SUPERVISORY RESPONSIBILITIES**

This position does not include supervisory responsibilities

## **EQUIPMENT TO BE USED**

Must be able to operate District light duty trucks, a wide range of hand and small power tools and other equipment common to a water system. Use of survey level and rod. Ability to use radio and telephones to communicate. Must be able to operate computer and standard office machines, such as fax, calculator, telephone, and copiers.

## **PHYSICAL AND MENTAL REQUIREMENTS**

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

### Physical:

- Requires sitting, standing, bending, and walking on uneven terrain, in an outdoor environment, inspecting construction projects.
- Requires manual dexterity and use of hands and fingers to handle or feel; reach with hands and arms; and to talk and hear.
- The employee frequently is required to climb or balance.
- The employee is occasionally required to sit; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Wearing of employer provided personal protective equipment is regularly required. Must be capable of wearing respiratory equipment to include half, full face, and supplied air systems.

### Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents.
- Required to analyze and solve problems.
- Required to observe and interpret people and situations.
- Required to use math and mathematical reasoning; learn and apply new information or skills.

- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines.
- Required to interact with contractors, District executives and managers, other governmental officials, employees and the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Normally required to work outdoors with exposure to construction and industrial environments, including water treatment plant, well fields, pipelines, support structures, construction sites and open space environments. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; confined spaces; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is occasionally loud. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

## **SPECIAL REQUIREMENTS**

- Possession of a California Operators license and proof of a good driving record. A good driving record is defined as a driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination, including drug and alcohol screening performed by a physician chosen by the District.