

**WEST VALLEY SANITATION DISTRICT
OF SANTA CLARA COUNTY**

**CONSTRUCTION INSPECTOR SERIES
(Construction Inspector I and II)**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision or direction, performs the full array of duties assigned to classes within the Construction Inspector series; performs office and field work involving inspection, utility marking, field testing, permitting, and surveying; performs construction inspection tasks on District CIP and repair projects; reviews engineering reports, drawings, and specifications; performs review and analysis of sewer system assets and maintenance history; demonstrates a full understanding of District Standards, policies and ordinances, current industry practices, CalOSHA regulations, applicable codes, regulatory requirements, procedures and work methods associated with assigned duties; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

Construction Inspector I

The Construction Inspector I is an entry level class in the Construction Inspector series. Under close oversight by upper level inspectors, engineering technicians, engineers and or department supervisors, incumbents will initially perform routine and less complex assignments in the inspection of a variety of sewer construction projects related to District facilities, locating and marking of District utilities, and develop a working familiarity of the District collection system and service area. As experience and proficiency are gained, incumbents will exercise more independence, perform more challenging and complex assignments, and begin to develop journey level knowledge, abilities, and skills. Incumbents of this classification may advance to Construction Inspector II after gaining the required number of years of requisite experience, completion of technical and construction inspection related training, and demonstrating a level of proficiency that meet the qualifications of the higher level class.

Construction Inspector II

The Construction Inspector II is the journey level class in the Construction Inspector series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for inspecting, observing, measuring and testing materials utilized in construction of District facilities, and evaluation and review of CCTV inspection video to assure compliance with District standards and specifications. This class is distinguished from the next lower classification of Construction Inspector I by the performance of the more complex and difficult duties of the work unit, development of an excellent working familiarity of the District collection system and service area, and the exercise of lead responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Construction Inspector I

The Construction Inspector I receives direct guidance and or supervision from higher level Construction Inspectors, engineering technicians, engineers, or department supervisors. Incumbents of this class do not exercise any supervision.

Construction Inspector II

The Construction Inspector II receives general guidance and or supervision from engineers or department supervisors. Incumbents of this class do not exercise any supervision, but may provide functional and technical supervision over Construction Inspector I staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Reviews and interprets plans, specifications, and engineering reports for a variety of District construction projects, private commercial and residential developments, and City projects.
- Performs construction inspection on a variety of District CIP and repair projects involving sewer repair, rehabilitation, and installation; inspects and measures materials used on assigned construction projects; performs pre-construction inspection and final construction inspection.
- Prepares daily construction inspection reports and final inspection punch lists; maintains general job records; prepares documentation of analysis or investigations; responds to complaints related to construction activities or permitting issues at the counter, in the field, and over the phone.
- Demonstrates a full understanding of District Standards, policies and ordinances, current industry practices, CalOSHA regulations, applicable codes, regulatory requirements, procedures and work methods associated with assigned duties.
- Occasionally performs CCTV inspection of sewer laterals and property line cleanouts to determine condition and verify conformance to District standards; perform dye testing on existing sewers to determine direction of flow and lateral connection points.
- Performs review and analysis of closed circuit television (CCTV) inspections of sewer assets utilizing accepted industry standards for inspection and CCTV inspection software.
- Performs field surveying on manholes and buildings to determine requirement for backflow protective devices, or assists as survey party member.
- Performs review and input of asset and permitting information utilizing computerized maintenance management software (CMMS) and geographic information systems (GIS).
- Reviews sewer connection permit applications and issues permits; inspects new property line cleanout installations and sewer connections; performs field checks of commercial accounts; responds to questions and concerns from general public.

- Performs routine fee calculations associated with commercial and residential projects to include, but not limited to; septic tank abandonments, lot splits, lot merges, remodels, tenant improvements, demolitions, new construction, and use changes.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.
- Drives a motor vehicle.
- Performs related work as required.

WORKING CONDITIONS

Position requires sitting, standing, walking on both level and inclined slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand and finger movement in the performance of daily duties both in the field and office setting. The duties may involve extended periods of sitting at a computer workstation. Typical examples of requirements include:

- Use of near and far vision: inspecting construction work, reading plans and specifications, reviewing documents, using computers, and operating assigned equipment.
- Use of acute hearing: during phone conversations, communicating with other individuals, listening for auditory signals or cues from office and field/construction equipment.
- The ability to lift, carry, pull and push tools, supplies and other equipment of varying weight. Reference the Construction Inspector Task Analysis for strength and motion requirements to perform essential functions of this position.
- The ability to work outdoors in all weather conditions, including wet, dry, hot, and cold.
- Continuous use of office equipment and computers for extended periods of time and on a regular basis.

Some of these requirements and others may be accommodated, for otherwise qualified individuals requiring and requesting such accommodations.

Employees of the District are, by State and Federal law, Disaster Service Workers (CA Government Code, Section 3100). In the event of a declared emergency, any employee may be assigned activities that promote the protection of public health and safety, or the preservation of lives and property, either at the District or within the local community.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience requirements that provides the required knowledge, abilities, and skills necessary for the position is considered qualifying. A typical way of meeting the required education and experience is to possess the equivalent of:

Construction Inspector I

- A high school diploma, or GED equivalent, or completion of the twelfth grade.
- Two years of work experience in construction, inspection, public works maintenance, or performance of related work.
- Successful completion of an OSHA 3015 - Excavation, Trenching and Soil Mechanics training within 12 months of hire.
- Successful completion of an 8-hour Qualified Underground Locator training within 6 months of hire.

Construction Inspector II

- A high school diploma, or GED equivalent, or completion of the twelfth grade.
- Two years of work experience equivalent to a District Construction Inspector I.
- Successful completion of an OSHA 3015 - Excavation, Trenching and Soil Mechanics training within 6 months of hire.
- Successful completion of an 8-hour Qualified Underground Locator training within 3 months of hire.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license is required to perform the duties of the position. Continued maintenance of this driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle in accordance with the terms and conditions of the District's insurance program are conditions of employment.
- Possession of a PACP, MACP, & LACP Certification issued by the National Association of Sewer Service Companies (NASSCO) within 12 months of hire as Construction Inspector II.

KNOWLEDGE/ABILITIES/SKILLS

The following are representative samples of KAS's necessary to perform essential duties of the position.

Knowledge of:

- Plans and specifications used in construction, and collection system mapping.
- Construction methods and materials, and inspection practices, in the general area of public works and specifically in sewer pipeline construction.
- CalOSHA Construction Safety Orders, and District safety procedures.
- Basic land surveying practices.
- USA marking guidelines and protocols.
- Construction scheduling methods and practice using Critical Path Method (CPM) and Gantt chart.
- Modern office practices, methods, and office equipment, including desktop computers and common MS Office Suite software; Word, Excel, and Outlook.
- Computerized maintenance management systems (CMMS) and geographic information systems (GIS).

- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable federal, state, and local laws, codes and regulations including District codes, ordinances, and design standards and construction specifications.
- Closed circuit television (CCTV) inspection methods and industry standards for pipeline and manhole inspection and condition assessment.

Ability to:

- Read, understand, and interpret construction plans and specifications, and collection system mapping.
- Inspect construction work and determine compliance with contract documents and accurately document construction activities using an inspection report and digital recording media.
- Observe and recognize unsafe working conditions on the construction site.
- Take hand level, or survey level readings to determine elevation differences.
- Understand USA marking guidelines and protocols to interpret existing markings and to properly mark District facilities.
- Determine whether the contractor's work is ahead or behind schedule based on the construction schedule submitted and accepted.
- Operate modern office equipment including computers and field laptops including the proficient use a variety of Microsoft Office software and applications to create letters, reports, and spreadsheets.
- Utilize database (CMMS) and GIS software.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner to meet critical time deadlines.
- Prepare clear and concise inspection reports, correspondence, and other written materials using proper English, grammar, spelling, vocabulary, and punctuation.
- Make accurate arithmetic computations.
- Communicate clearly, concisely, and with tact and professionalism, in written and spoken formats, through correspondence, e-mail, over the phone, and in person.
- Establish and maintain positive working relationships with representatives of community organizations; state/local agencies, contractors, District staff, and the public.

Skill to:

- Utilize proper demeanor to address issues and or concerns with the contractor, contractor's workforce, the public, or other government agencies.
- Take appropriate actions when unsafe working conditions are recognized, especially those of imminent danger to life.
- Safely and effectively operate field tools and equipment.
- Drive a motorized vehicle safely and responsibly.