

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Construction Inspector I/Construction Inspector II

DEFINITION

Under supervision conducts field construction inspections for District facilities including commercial/residential development and capital improvement projects, involving the inspection of pipelines, pumping stations, and treatment facilities, and other District projects; reviews and inspects construction plans to ensure compliance with approved plans, specifications and Federal, State, and local regulations.

DISTINGUISHING CHARACTERISTICS

Construction Inspector I - This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience. The Construction Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Construction Inspector II - This is the journey level class in the Construction Inspector series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Construction Inspector in that the latter performs the most difficult and responsible types of duties assigned to classes within this series and may provide technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Construction Inspector I

Receives immediate supervision from the Construction Inspection Supervisor; may receive technical and functional supervision from the Senior Construction Inspector.

Construction Inspector II

Receives general supervision from the Construction Inspection Supervisor; may receive technical and functional supervision from the Senior Construction Inspector.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

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Reviews and inspects construction projects, including water, hydroelectric generation, wastewater and recycled water distribution, collection, storage and treatment facilities for compliance with approved plans, District specifications and required regulations; performs a variety of field tests to ensure quality of materials and work.

Observes, documents, records, and completes activity and progress reports, including taking photos and videos of work sites before and during construction; completes daily inspection logs and inspection reports.

Interprets drawings and specifications at site locations and responds to questions from contractors, developers and other agencies regarding construction inspection reports; maintains as-built drawings.

Coordinates field operations, work schedules and activities between District staff, contractors, developers, Cal OSHA, and other interested agencies related to construction inspection activities.

Assists District engineers with the implementation of capital improvement projects; serves as field liaison in the planning and development of projects; responds to questions and concerns from contractors, developers, and outside agencies regarding inspection results and District standards.

Participates in pre-construction and weekly construction meetings.

Reviews, recommend for approval, and/or rejects progress payments and change orders; reviews submittals, requests for information, geotechnical reports, and other related documents.

Schedules and performs warranty inspections; coordinates system shutdown of facilities.

Prepares punch lists and letters of non-compliance; maintains construction project files, including "as built" drawings.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Construction Inspector I

Knowledge of:

Basic principles and practices of construction methods and techniques. Applicable Federal, State, and local laws, regulations, and codes governing construction methods. Basic mathematics including algebra, geometry and trigonometry. Principles and practices of work safety and traffic control.

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Skill/Ability to:

Perform inspections of construction projects and enforce District standards. Read plans, specifications, maps, drawings and work orders. Learn to perform basic engineering calculations. Learn residential and commercial inspection standards. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, analyze operations of construction projects in the field; identify underground service alert; interpret maps and reports; know how to perform underground work and other construction; and observe safety precautions. Intermittently, sit while studying or preparing reports; walk around job sites; kneel and bend while reviewing infrastructure; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 20 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience in construction inspection is desirable.

Education:

Equivalent to the completion of the twelfth grade supplemented by college coursework in algebra, trigonometry, geometry, drafting and surveying or a related field is desirable.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Construction Inspector II

In addition to the qualifications for the Construction Inspector I:

Knowledge of:

Principles and practices of construction methods and techniques related to underground utilities, including tools and materials used in construction. Applicable Federal, State, and local laws, regulations, codes, and District policies governing the construction of assigned projects. Proper inspection techniques to examine construction workmanship and materials for defects and faults. Materials, methods, regulations, and requirements related to the construction projects. Mathematics including algebra, geometry and trigonometry, as applied to construction methods and practices. Residential and commercial inspection methods. Principles and practices of construction management.

Skill/Ability to:

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Independently perform inspections of materials and work quality used in utility construction projects. Understand, read, and interpret plans, specifications, maps, drawings, contracts, and work orders. Read, interpret and apply laws, regulations, codes and technical guidelines. Recognize confined space and hazardous safety issues. Prepare technical reports and correspondence and maintain and update project files. Keep records and prepare reports.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible level experience similar to a Construction Inspector I with the El Dorado Irrigation District.

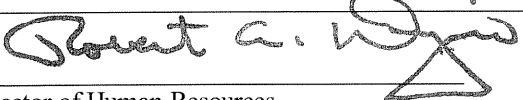
Education:

Equivalent to the completion of the twelfth grade supplemented by college coursework in algebra, trigonometry, geometry, drafting and surveying or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

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	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Non-Exempt	
Unit: Safety	