



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	Senior Construction and Safety Inspector
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GENERAL PURPOSE

Under direction, leads and performs the more difficult and complex construction and safety inspections of public works, waterworks, and utility construction projects; interprets plans and specifications to ensure compliance with contracts, District safety procedures, and California OSHA regulations, as well other mandated rules and regulations; provides day-to-day leadership and training and guidance to less experienced inspection personnel; coordinates projects with other agencies, utilities and other parties; enforces all safety regulations; performs quality control; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Construction and Safety Inspector series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to provide direction to lower level staff including assigning, directing, and reviewing the work of staff. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complex construction and safety inspections. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Construction and Safety Inspection Supervisor in that the latter is the full supervisory class with accountability and ongoing decision-making responsibilities associated with the work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Construction and Safety Inspection Supervisor. Exercises technical and functional direction over and provides training to lower-level 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.

- Leads, plans, trains, and reviews the work of staff responsible for construction and safety inspections of a variety of utility waterworks projects; coordinates work assignments.
- Reviews plans and specifications of complex construction projects; inspects work in progress and completed work of contractors to ensure contractual compliance with plans, specifications, codes, regulations, and District safety requirements.
- Observes contractors work safe environment and traffic control plans and devices; work with contractor to establish and maintain a safe construction project; suggest or make appropriate changes regarding safety and traffic control plans and devices; inspect and monitor contractor's responsibilities to implement environmental management practices and maintain compliance.
- Enforces all safety regulations and cites contractors as required for non-compliance and monitors corrections to unsafe conditions.
- Conducts inspections of work performed, reviews billing statements for accuracy, and prepares necessary paperwork for payment release pursuant to contract provisions; prepares and maintains inspection reports, change orders, claims, and other written documentation.
- Performs quality control at field construction sites using construction surveying equipment and provides review and oversight of contractor safety programs; investigates, conducts and coordinates necessary trial, scheduled, or emergency shut-downs.
- Acts as liaison between the District, contractors, other agencies, businesses, and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution; prepares work orders in response to complaints.
- Inspects all phases of a variety of District infrastructure and capital improvement construction projects for conformance with plans, specifications, contract provisions, and safe work practices in accordance with Cal OSHA regulations and District; inspects materials for identification; issues Stop Work or Notice of Unsafe Conditions when necessary; performs routine field tests as needed.

- Coordinates shutdowns and road closures with EMWD staff, contractors, and plant operations, as needed; coordinates with other agencies and utilities City inspectors when working in the Public Right of Way; reviews and verifies implementation of approved traffic control plans.
- Monitors and inspects a variety of water, sewer, and reclaimed water construction projects and installations to ensure compliance with project documents including the installation or construction of pipes, water tanks, lift stations, water treatment plants, fittings, valves, vault structures, irrigation, landscaping, and grade alignment within the District.
- Performs required inspections for wall rear, slab rebar, pre-inspections of concrete profile preparation, inspection of water-stop welds, epoxy dowels, and coating preparation; performs pre-concrete placement inspection; observes concrete placement, tests concrete temperature, slump and air; samples concrete and obtains test cylinders for break tests; 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; records drawings, hydrostatic test data sheets, vertical traverse sheets, concrete cylinder test data sheets, and various miscellaneous reports as needed.
- Monitors underground electrical conduit, duct bank, electrical vault, and manhole installations; verifies installations meet requirements of contract drawings and specifications and meet the National Electrical Code requirements.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Materials, methods, principles, and practices used in the construction and repair of water systems and facilities.
- Principles and practices of water systems and facilities construction inspection.
- Basic practices of construction contract administration in a public agency setting.
- Applicable federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.

- Commonly encountered defects and faults in construction.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles and theories pertinent to engineering and construction.
- Technical report writing and preparation of correspondence.
- Compaction principles, methods, and techniques.
- Surveying principles, methods, and techniques.
- 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.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Coordinate activities with multiple contractors, engineers, agencies, and property owners.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Perform quality control on construction inspection 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 legal descriptions for conformance with applicable standards and policies.
- Inspect water systems and facilities projects to ensure compliance with plans and specifications.
- Make accurate mathematical, financial, and statistical computations.
- Record accurate and neat sketches during on-site field inspections.
- Perform field tests following precise procedures and interpret observations and test results to determine acceptability.
- Effectively represent the department and the District in project meetings.
- Enforce specifications and safety regulations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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- 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.

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:

- Six (6) years of progressively responsible construction trades work experience, including three (3) years as a project inspector in the waterworks or wastewater industry.

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.
- A Field Testing Technician Grade I certification by the American Concrete Institute.
- A Water Distribution Operator Grade I certificate issued by the 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 50 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.

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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>March 29, 2020</i>
Date modified:	
IBEW Review	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

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