

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **CONSTRUCTION INSPECTOR I / II**

GRADE LEVEL: E11 / E15

SUPERVISOR TITLE: Construction Inspector Supervisor

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under immediate, progressing to general supervision, performs a variety of construction related duties including project inspections, testing, the preparation of daily reports, pay estimates, and as-builds

CLASS CHARACTERISTICS

Construction Inspector I

This is the entry-level position in the Construction Inspector class series. Positions assigned to this level perform limited or routine inspection duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Construction Inspector II

This is the journey level position in the Construction Inspector class series. Positions assigned to this level perform a full range of inspection duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Inspect all work performed to ensure it meets RCWD plans and specifications, which includes water and sewer pipelines, structural and mechanical, earthwork, painting and coatings, fencing, landscaping, asphalt, and concrete
- ✎ Complete daily reports noting the progress of the work, the work force used, the equipment used, the weather conditions, and any problems of the day
- ✎ Direct all testing required by RCWD specifications, including compaction, hydrostatic, air test, steel-coupons, welding, asphalt, and concrete
- ✎ Conduct monthly meetings with contractor to agree on progress and quantities for monthly payment report
- ✎ Keep up-to-date as-built drawings showing all approved changes, valve ties, weld joint locations, and rock excavations
- ✎ ensure that all work is performed in a safe manner, as required by the applicable State, County, and RCWD Safety, Health and Environmental policies
- ✎ Coordinate permits, compaction results and material submittals as required
- ✎ Perform related duties as assigned

QUALIFICATIONS

Construction Inspector I

Knowledge of:

- ✎ Water distribution and collection system design
- ✎ Proper English, grammar and punctuation
- ✎ Basic accounting principles
- ✎ Basic principles of public works construction
- ✎ Microsoft Excel, Word, and Outlook programs

Ability to:

- ✎ Understand construction terms
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: One (1) year or more of public works construction experience.

Training: Equivalent to the completion of the 12th grade.

Licenses and Certificates:

- ✎ Grade D1 Water Distribution Certificate – SWRCB, desirable
- ✎ California Class C Driver's License, required

*In addition to the qualifications for a **Construction Inspector I:***

Construction Inspector II

Knowledge of:

- ✎ District construction and safety standards and specifications

Ability to:

- ✎ Coordinate, observe and record construction activities
- ✎ Identify problems and provide solutions
- ✎ Read and interpret plans and specifications

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of public utility construction with an emphasis in inspection or a minimum of two (2) years' experience as a Construction Inspector I

Training: Equivalent to the completion of the 12th grade with specialized training in construction inspection

Licenses and Certificates:

- ✎ Grade D2 Water Distribution Certificate – SWRCB, required
- ✎ California Class C Driver's License, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS (I / II Levels)

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance

- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date