

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **CONSTRUCTION INSPECTOR SUPERVISOR**

GRADE LEVEL: E21

SUPERVISOR TITLE: Construction Contracts Manager

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA







DEFINITION

Under general supervision, performs and supervises highly complex and specialized construction inspection related projects

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for organizing and assigning duties, evaluating results, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions at this level typically report to an assigned department manager. 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):

-  Supervise and participate in a wide range of construction inspection services and activities; establish work methods and procedures; assign duties and evaluate results
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination
-  Recommend, implement, and ensure compliance with operational policies and procedures
-  Assist in developing and administering the assigned budget; recommend expenditures for equipment, materials and staffing
-  Provide staff assistance to higher-level management staff; investigate and prepare recommendations related to operational and administrative issues
-  Respond to and resolve difficult and complex citizen inquiries and complaints

- ✎ Oversee all activities in the field and visually inspect jobs for quality control
- ✎ Review all inspection-related correspondence for detail and accuracy
- ✎ Review monthly job progress and analyze job cost budget
- ✎ Inspect 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 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 state, county, and RCWD Safety, Health and Environmental policies
- ✎ Coordinate permits, compaction results, and material submittals as required
- ✎ Maintain calibration testing and safety instruments
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Water distribution and collection system design
- ✎ Basic accounting principles
- ✎ Principles of public works construction
- ✎ District construction and safety standards and specifications
- ✎ Principles and practices of sound safety management
- ✎ Principles of employee supervision
- ✎ Applicable laws, codes and regulations

Ability to:

- ✎ Supervise and participate in a full range of construction inspection services
- ✎ Coordinate construction activities
- ✎ Identify problems and provide solutions
- ✎ Read and interpret plans and specifications
- ✎ Provide technical assistance to lower level staff
- ✎ To comply and enforce the District's Safety, Health and Environmental policies
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Effectively use Microsoft Excel, Word, and Outlook

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: Five (5) or more years of public utility construction experience with an emphasis in construction inspection, with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e., supervising as duty operator, supervisory training, and/or supervising a project or team). Water industry experience preferred

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

Licenses and Certificates:

- ✎ California Class C Driver's License, required
- ✎ ACI Concrete Field Testing Technician Grade I certificate, desirable
- ✎ Grade D2 Water Distribution certificate – SWRCB, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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