



# SAN RAFAEL

THE CITY WITH A MISSION

## Construction Inspector

### San Rafael Sanitation District

\$6,291 - \$7,647 per month

Plus excellent benefits

**APPLICATION DEADLINE:** *Apply by Monday, February 28, 2022 for first consideration*

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 59,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$100 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

#### **THE POSITION:**

The San Rafael Sanitation District is seeking a full-time Construction Inspector. Under general supervision, this position will perform skilled, technical work in the field inspection of the construction of sewer facilities to ensure compliance with plans, specifications, and enforcement of San Rafael Sanitation District regulations relating to collection systems, pumping stations, and other construction projects.

#### ***This position performs the following essential job duties (including but not limited to):***

- Performs field inspection of contract work and ensure compliance with plans, specifications, and enforcement of SRSD regulations on various sewer facilities project such as, but not limited to, construction and rehabilitation of sewer pipe improvements, pumping stations, and other maintenance and capital improvement projects.
- Performs construction-related inspection, which includes the installation and compaction of pipe, erosion, checking construction work against specifications and drawings, monitoring traffic flow, and checking existing facilities.

- Reviews drawings, maps, plans, and specifications for maintenance projects, capital improvement projects, and private projects.
- Performs field inspection of lateral connections and tests.
- Performs field inspection of sewer system condition inspection.
- Recommends field changes on construction work.
- Assists in preparation of progress payments.
- Prepares and maintains necessary records and reports.
- Performs field measurements, calculations, and sketches.
- Assists in the design of plans and specifications.
- Prepares "As Built" plans for construction activities.
- Assists in the updates and maintaining databases; performs field work in order to check discrepancies in computer data, and document existing conditions.
- Performs survey and layout for construction projects.
- Performs related duties as required.

***To be eligible for this position, you must have knowledge of/ability to:***

- Knowledge of inspection methods and techniques.
- Knowledge of construction methods, equipment, terminology, and techniques.
- Knowledge of surveying principles and practices as applied to construction work.
- Knowledge of soil and material properties.
- Knowledge of safety and traffic control procedures.
- Knowledge of plan checking.
- Knowledge of SRSD, City, County, and State standard specifications.
- Knowledge of fundamental GIS systems, databases, and computer applications such as Excel, Word, and MS Outlook
- Ability to interpret and enforce sanitation district construction standards.
- Ability to read engineering plans and specifications.
- Ability to work from general oral and written instruction.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with employees, contractors, officials, and the general public.
- Ability to work in the field during the hours construction is occurring including but not limited to evenings.
- Ability to write technical reports.

***EDUCATION and/or EXPERIENCE:***

- AA Degree or equivalent with specialization in civil engineering or construction management.
- Additional experience may be substituted for the educational requirement on a year-for-year basis up to a total of two years. **AND**
- Two (2) years of responsible engineering inspection or administrative construction experience is required.
- Municipal sewer inspection experience is highly desirable.
- Must have a valid California driver's license.

***LANGUAGE/MATHEMATICAL/REASONING SKILLS:***

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several variables in construction related situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions and frequently works near video display. The employee occasionally works in indoor conditions. The noise level in the work environment is usually loud.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check, driving record, and fingerprinting. To file an application, go to: [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20207098>

For more information about the City of San Rafael, please visit [www.cityofsanrafael.org](http://www.cityofsanrafael.org).

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.