

CITRUS HEIGHTS WATER DISTRICT  
CONSTRUCTION INSPECTOR  
SENIOR CONSTRUCTION INSPECTOR

DEFINITION

To perform a variety of technical duties related to the inspection of work quality and materials used in the construction of facilities and infrastructure; to ensure constructed improvements are in compliance with approved plans, specifications, conditions, and regulations; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Construction Inspector - This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Construction Inspector class is distinguished from the Senior Construction Inspector level by the performance of less than the full range of duties assigned to the Senior Construction Inspector 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.

Senior Construction Inspector - This is the journey level class in the Construction Inspector series and is distinguished from the Construction Inspector 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 Construction Inspector level once the incumbent meets the qualification standards of the Senior Construction Inspector level, demonstrates an ability to perform the full scope of the work, and meets performance standards.

SUPERVISION RECEIVED AND EXERCISED

Construction Inspector

Receives immediate supervision from assigned manager.

Senior Construction Inspector

Receives general supervision from assigned manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Inspect construction methods and materials to ensure quality workmanship and compliance with approved plans and specifications.

Provide observation to ensure compliance with local, state and federal construction and safety regulations.

Develop and recommend revisions to plans and specifications to meet field conditions as necessary.

Attend and participate in project planning and project construction meetings.

Conduct field tests of construction materials to insure proper quality.

Maintain a detailed daily diary of inspections and makes field measurements and calculations as necessary.

Review construction plans for water distribution system improvements and associated facilities.

Develop reports on issues related to completion of construction projects within time and cost requirements.

Assist with preparation, review and distribution for construction bid documents.

Review, confirm and process contractor requests for payment.

Prepare correspondence related to inspection and project documentation functions.

Perform inspections of work in progress to ensure proper utilization of personnel and equipment.

Coordinate data gathering inspections and provides assistance to other District personnel.

Coordinate and observe hydrostatic pressure testing of water distribution facilities.

Observe that proper disinfection procedures are used and collect samples for water quality analysis.

Assist with backflow prevention program.

Assist with groundwater well program.

Perform special projects and other duties as delegated by the Director of Engineering.

Maintain a physical presence in the office which is necessary to perform essential tasks.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Construction Inspector

##### Knowledge of:

Procedures, methods, tools and equipment used in the operation of motors, pumps, compressors, automatic controls, valves, timers and related equipment.

Water sampling techniques.

Principles, methods and practices related to job safety.

Rules, regulations and codes applicable to District maintenance, construction and operation functions.

Computer software applications such as word processing, spreadsheets, databases, electronic mail, maintenance management systems and geographic information systems (GIS).

##### Ability to:

Learn to inspect water distribution system installation, replacement, rehabilitation and maintenance and repair work performed by others.

On a continuous basis, observe construction operations of construction projects in the field; identify underground service alert markings; interpret maps, plans, and reports; know how to perform underground work and other construction; and observe safety precautions.

Intermittently, 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 50 pounds or less.

Read and interpret construction staking.

Drive to various field locations to inspect construction projects and detect flaws in construction methods and materials.

Organize data, maintain accurate records and prepare reports.

Drive to various field locations to collect water samples.

Perform arithmetical calculations.

Safely operate motor vehicles for various tasks such as driving to project sites, collecting and dropping off water samples.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

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:

One year of experience in public works/pipeline construction, engineering or a related field.

##### Training:

Equivalent to the completion of the twelfth grade. Postsecondary education with course work in engineering technology, construction management or related areas from an accredited university or college or documented vocational/technical school training in related areas is highly desirable. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

### License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Possession of a valid Grade D1 Water Distribution Operator Certification issued by the State of California Water Resources Control Board is required within 6 months of appointment. Failure to obtain or maintain such required certification may be cause for disciplinary action, or dismissal.

Possession of a valid Grade T1 Water Treatment Operator Certification issued by the State of California Water Resources Control Board is required within 6 months of appointment. Failure to obtain or maintain such certification may be cause for disciplinary action, or dismissal.

### Senior Construction Inspector

In addition to the qualifications for the Construction Inspector:

#### Knowledge of:

Operations, procedures, policies and precedents of the District.

Potable water distribution system design, operation and maintenance.

Cross-connection control and backflow prevention.

Storm water pollution prevention practices.

Development and maintenance of filing and recordkeeping systems.

#### Ability to:

Effectively represent the District in contact with the public, contractors, developers, and professional engineering consultants.

Develop reports outlining issues with construction projects.

Develop recommended revisions to plans and specifications to meet field conditions or changes in construction practices.

Read and interpret designs, plans and construction specifications.

Use a computer to compose letters and reports, develop tables and charts, develop spreadsheets and databases for information and records.

### Experience and Training

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:

Five years of responsible experience similar to Construction Inspector with the District.

#### Training:

Equivalent to the completion of the twelfth grade. Postsecondary education with course work in engineering technology, construction management or related areas from an accredited university or college or documented vocational/technical school training in related areas is highly desirable. Acceptable accrediting agencies are those recognized by the U.S. Department of Education, Office of Postsecondary Education (OPE) or by the California Bureau for Private Postsecondary Education (BPPE).

### License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Possession of a valid Grade D1 Water Distribution Operator Certification issued by the State of California Water Resources Control Board is required upon hire and a D2 within 12 months of appointment. Failure to obtain or maintain such required certification may be cause for disciplinary action, or dismissal.

Possession of a valid Grade T1 Water Treatment Operator Certification issued by the State

of California Water Resources Control Board is required upon hire and a T2 within 12 months of appointment. Failure to obtain or maintain such certification may be cause for disciplinary action, or dismissal.

Possession of a valid Backflow Prevention Assembly Tester Certification issued by American Water Works Association is required within 12 months of appointment. Failure to obtain or maintain such certification may be cause for disciplinary action, or dismissal.

FLSA: Non-Exempt