



MARIN MUNICIPAL WATER DISTRICT

CONSTRUCTION INSPECTION SUPERVISOR

DEFINITION

Under general direction, this position plans, coordinates and supervises the District's construction inspection operations, including planning, organizing, directing the work of field inspectors involved in the inspection of construction work related to pipelines, water facilities, and other related construction work; provides functional direction to support staff; does related work as required. This position independently performs a wide variety of tasks relative to the assigned areas of responsibility, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory level class; incumbents perform the full range of routine and complex field and office supervisory tasks, while exercising discretion and sound judgment to work effectively with the public, outside agencies and others within the District. Duties performed by this position are divided between supervision of work unit staff, site inspections, consumer services, permitting/regulatory compliance, and contract completion. The incumbent organizes, coordinates, schedules and supervises the work of construction inspectors, and monitors the construction contract administration activities with the support staff.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, schedules, prioritizes and assigns work related to construction inspection; develops and implements goals and objectives of the assigned staff;
- May be assigned construction inspection projects and inspection of unplanned potable water discharges as needed, including the most complex construction inspection assignments; Coordinates, assigns, and monitors the work of construction inspectors; schedules staff to ensure that inspections are completed in a timely manner; reports to supervising engineer on organizational and operational activities of the work unit;
- Assists Construction Inspectors or work crews in resolving construction work problems, instructs inspectors in appropriate work techniques and protocol, use of safety precautions and requirements; ensures that approved corrective measures are applied;
- Confers with inspection and engineering personnel and with the contractor's field representatives regarding either work or materials that deviate from plans and specifications and/or contract interpretation;

- Ensures that necessary contract documents are submitted for applicant agreement contracts before authorizing release of District furnished materials or funds;
- Coordinates and monitors the construction contract administration activities with the support staff;
- Interprets and applies District policies, procedures and contracts, standard operating and construction procedures, safety rules and regulations to all work assignments;
- Provides direction and support in the coordination of construction inspection work activities of the group with other departments in the District, outside agencies and organizations;
- Provides or makes recommendations for the training of newly hired or promoted employees; may conduct safety meetings and/or safety training with work group;
- Conducts performance evaluations and implements performance correction, interprets District policies and procedures to employees and administers aspects of labor contract agreements.
- Represents the District and meets with representatives of outside agencies, private organizations, consultants, technical groups and developers as necessary;
- Keeps accurate records of details and progress of construction work; calculates and monitors project costs; prepares reports and other necessary documentation;
- Responds to customer inquiries or complaints, provides information to customers affected by construction; provides support to resolve or mediate contractor issues or conflicts;
- Reviews and keeps current with new developments related to construction methods and contract administration;
- Participates in preparation and review of division and work unit budgets;
- Travels to work sites and drives a District vehicle.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Standard plans, specifications, methods, materials, tools, and equipment used in the construction of water facilities;
- Surveying principles and practices as applied to construction work;
- Mathematical principles including algebra and geometry;
- Confined space, hazardous materials and other CalOSHA Construction Safety Orders, regulations and procedures as they pertain to construction projects;
- Contract administration principles and practices;
- Computer applications related to the work and supporting word processing and spreadsheet applications;
- Basic principles and practices of effective supervision and training;
- Proper use of English; spelling, grammar, punctuation, and writing practices;
- Pertinent federal, state and local laws, codes, ordinances and regulations related to construction.

Ability to:

- Read and interpret plans and specifications, maps, drawings and work orders;
- Perform difficult construction inspection work;
- Interpret and explain District policies, procedures, contracts, and construction inspection regulations;
- Organize, prioritize and coordinate the work assignments and schedule assignments to meet work deadlines;
- Use sound independent judgment within established guidelines and analyze situations accurately and adopt an effective course of action;
- Perform accurate mathematical calculations relating to construction;
- Schedule, direct, and assign the work of others and provide training as appropriate;
- Prepare accurate, clear and concise reports and correspondence; create and maintain accurate records, files and documentation;
- Read, interpret, and apply laws, regulations, ordinances, and technical written materials;
- Establish and maintain effective relationships with those contacted during the course of work;
- Communicate clearly, effectively and appropriately, both orally and in writing;
- Understand and carry out written and oral instructions;
- Travel to other worksites and safely drive a District vehicle;
- Depending upon construction project needs and local or county ordinances, may work schedules that include nights or weekends.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- A high school diploma or its equivalent; supplemented by coursework in construction management, engineering, waterworks and/or construction technology, or related field.

and;

- Six years of increasingly responsible and competent experience in water system construction inspection, construction, repair and maintenance of water systems (water system inspection experience is preferred). Other construction inspection experience MAY be considered and demonstrated ability to provide leadership and direction to work unit staff.
- Possession of a current "D1" Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB) within 12 months of appointment to the position.
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and a satisfactory driving record.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- Work on an "on call" basis for emergency situations.

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California driver’s license issued by the State Department of Motor Vehicles and satisfactory driving record;
- Possession of a current “D1” Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB) within 12 months of appointment to the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 25 pounds and occasionally lift up to 50 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime, alternate work schedules and weekends as needed.

ADDITIONAL PHYSICAL DEMANDS

- Willingness to perform inspections in confined spaces;
- A self contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: December 2015
Revised: April 2017, June 2020
Approved by: Human Resources Manager