



## Construction Inspector I

### **DEFINITION**

Under direction performs field inspections of construction projects; reviews construction plans; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the first level in the Construction Inspector series. Incumbents are assigned a wide variety of routine duties, under supervision, involving inspection of materials and construction methods and procedures. On a training or emergency basis, incumbents may perform duties normally assigned to a Construction Inspector II.

Positions in the Construction Inspector class series are flexibly staffed; positions at the Construction Inspector II level are normally filled by advancement from the Construction Inspector I level; progression to the Construction Inspector II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Construction Inspector II level.

### **EXAMPLES OF DUTIES**

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

- Inspects construction methods and materials to ensure compliance with plans and specifications;
- inspects the installation and testing of pipe, services, hydrants, pumps, tanks, and other facilities;
- when necessary, recommends alteration of plans and specifications to meet field conditions;
- issues materials to the contractor, completes material take offs, coordinates effectively with the warehouse to issue material to the contractor;
- prepares progress estimates; prepares and maintains complete records and field sketches of projects;
- maintains liaison with public agencies and contractors;
- makes field measurements, calculations and sketches;
- as assigned, may assist in inspecting protective coatings for water facilities;
- may make inspections of materials at various manufacturer's plants;
- reviews construction plans for transmission or distribution pipelines, tanks, pumps and associated facilities;
- interprets and applies safety rules and regulations to work assignments;
- checks cuts/fills for compliance with grading and pipeline installation plans; inspects unplanned potable water discharges resulting from water main breaks and other related infrastructure failures; inspects the surrounding area and completes the appropriate checklist form to record observations;
- uses Geographic Information System (GIS) to create maps for planned system outages and notifications; and
- Inspects asphalt paving and concrete installation and restoration.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Construction methods, materials and equipment used in properly installing facilities;
- basic surveying principles;
- standard specifications; and
- proper spelling, grammar, punctuation, and writing practices.

Ability to:

- Read and interpret plans and specifications and to prepare material lists;
- detect flaws in construction methods and materials;
- make accurate mathematical computations;
- communicate and coordinate effectively with those contacted in the course of work;
- understand and carry out written and oral instructions;
- maintain accurate and complete records;
- travel to alternative work locations and off-site meetings; and
- drive a vehicle.

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:

- Completion of the twelfth grade or its equivalent; and,
- Two years of experience in sub-professional engineering, or water system operation and maintenance.

### **INTERNAL PROMOTIONAL CRITERIA:**

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

### **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;”
- willingness to work long and unusual hours as required;
- work on an “on call” basis for emergency situations; and
- work on holidays as required.

### **LICENSES AND/OR CERTIFICATIONS**

- At minimum, possession of a valid D1 Distribution Operator certification issued by the California State Water Resources Control Board (SWRCB) is required within twenty four (24) months of the date of hire and

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

### **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 50 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 50 pounds and occasionally lift 50 to 75 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.

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 and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

### **ADDITIONAL PHYSICAL DEMANDS**

- Willingness to perform inspections in confined spaces; and
- Participation in the District's Respiratory Protection Program; an air purifying respirator, or atmosphere respirator may be required when working in confined spaces or other hazardous environments, 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: May 1978  
Revised: October 2008, June 2020, November 2021, July 2024  
Approved by: Human Resources Manager