JOB DESCRIPTION

Coachella Valley Water District Date: February 2012

TITLE: CHIEF INSPECTOR  SECTION: Construction Inspection/Source Control

DEPARTMENT: Engineering  SRN: S-22

REPORTING RELATIONSHIP:

Reports to: Director of Engineering

Coordinates the duties of the following positions:
- Inspector, Construction I
- Inspector, Construction II
- Inspector, Construction II (Lead)
- Inspector, Construction Trainee
- Source Control Aide
- Source Control Assistant I
- Source Control Assistant II
- Source Control Assistant II (Lead)

DEFINITION: Under general direction, to coordinate the work of subordinate source control and construction inspectors; to train inspectors in various technical and office and field inspection duties.

ESSENTIAL FUNCTIONS:

1. Reviews, studies and implements plans and specification for subdivision and contract projects.

2. Under direction of the supervisor, reviews, plans, coordinates and schedules the work of the inspection staff to maintain adequate inspection of workmanship and usage of materials.

3. Reviews daily the field activities of contractor jobs in process.

4. Provides assistance to office and field staff as required.

5. Reviews inspection reports of activities for accuracy and thoroughness then reviews them with the supervisor.

6. Reviews material submittals of subdivision projects for conformance with specifications and submits report to supervisor.

7. Conducts pre-construction conferences of subdivision projects.

8. Investigates and reports all construction damage incidents, private or public for review by the supervisor.

9. Meets with public and contractors on variety of construction, engineering and inspection activities.
10. Performs a variety of complex, technical engineering and drafting work, prepare reports and correspondence.

11. Under direction of the supervisor, implements and adheres to District policies, procedures and departmental functions.

12. Resolves with Engineers and Contractors field problem related to construction.

13. Operates a computer workstation.

**MINIMUM QUALIFICATIONS:**

License or Certificates: Possession of a valid California Operators License issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Possession of either: ACIA (American Construction Inspectors Association)
- Division I -- Engineering
  - or
- Division II -- Building
  - and
- **Division IV -- Public Works**

OR: ICBO (International Conference of Building Officials)
- Building Inspector
  - or
- Plans Examiner
  - or
- CABO/ICC -- Certified Building Official
  - and
- **ACIA Division IV -- Public Works**

Experience: Five years of increasingly responsible experience in the construction of concrete, domestic pipeline, sanitation pipeline, deep water wells, storm drains, pump and lift stations, hydraulics, mechanical and related structural construction.

Knowledge of:

- Principles and practices of civil engineering as applied to construction techniques and practices, surveying drafting and management.
- Principles and techniques of equipment used in construction projects.
- Methods of material testing.
- Materials and uses in construction.
- Laws, rules, and regulations applicable to construction, safety and District specifications and policies.
- Read and interpret plans and specification of construction.
Knowledge of cont’d:

- Principles and techniques of engineering reports and correspondences.

Abilities:

- Delegate and schedule work under direction of the supervisor both on short and long term basis.
- Interpret applicable laws, regulations, codes, and district policy and procedure.
- Effectively communicate District’s position on policy, information, and ideas to others.
- Maintain accurate documentation, records and reports.
- Establish and evaluate priorities with supervisor.
- Evaluate problems and formulate effective strategies and solutions.
- Use professional customer service skills when working with the public.
- Operate a computer work station.
- Follow District safety practices and procedures.

Education: High school diploma or equivalent. Technical or Trade training which would prove qualifying.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, including over rough terrain. Uses a two-way radio for communication. Driving: Heavy

2. Works in extreme weather conditions including wind, heat and rain. May work in areas containing dust, fumes and exhaust.

3. Works nights, weekends, holidays, and overtime when required.

4. Wears appropriate safety equipment which includes hard hat and vest.

I acknowledge that this job description is an accurate representation of this position.

Approval Department Head: ____________________________ Date: _____________

General Manager: ____________________________ Date: _____________