JOB DESCRIPTION

Coachella Valley Water District  Date: February 2012

TITLE: CONSTRUCTION INSPECTOR I  SECTION: Construction Inspection

DEPARTMENT: Engineering  SRN: 29

REPORTING RELATIONSHIP:

Reports to: Chief Inspector

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, performs routine and specialized inspections of public works and subdivision projects for the district; utilize testing procedures for water and sanitation pipelines, maintains and completes accurate reports and diaries, checks grade and alignments, checks materials, prepares as built drawings, Maintain all records of construction for assigned District projects. May assist with the training of Inspector Trainees. Perform other related duties as required.

ESSENTIAL FUNCTIONS:

1. Performs routine inspections at field locations of a variety of construction activities including but not limited to earthwork, concrete storm drain, deep water wells, reservoirs, domestic water pipeline, sanitation pipeline, water reclamation plants, irrigation pipelines, sewer lift stations, pressure reducing stations, electrical, mechanical and related structural construction.

2. Understand test methods and inspection procedures for a variety of tests for various types of construction i.e. compaction tests, sewer air test, water pressure test etc.

3. Assists with the administration of the specifications, policies, and procedures and reports violations or deviations.

4. Prepares a detailed daily diary documenting construction actions and activities, including a variety of reports related to the construction inspection.

5. Adheres to District safety practices and policies.

6. Prepares as-built drawings.

7. Communicate effectively with contractors, engineers, public agencies and others to insure the conformance of specification application.

8. Collects and delivers domestic water samples to the District’s laboratory for analysis

9. May participate in pre-construction meetings with contractors and engineers as directed by the Inspector Supervisor or Lead Inspector.

10. Learn, understand, and operate Sungard System.
11. Prepares and verifies contract quantity for contract summary payments, checks grade and alignments, checks and verifies materials for use.

12. Assist with the training of personnel in inspection techniques, procedures, specifications, testing methods, and report preparation.

13. Conduct pre-construction meetings for subdivision projects.

**MINIMUM QUALIFICATIONS:**

License or Certificates: 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: Must possess a grade I Certification in Water Distribution given by the Department of Health Services.

AND ONE OF THE FOLLOWING

ACIA (American Construction Inspectors Association)
Division IV -- Public Works
Mechanical    Masonry    Electrical    Earthworks
Paving        Concrete    Welding     Pre-stress Concrete
Structural Metal    Structural Wood

OR

ICC (International Code Council)
Structural Masonry Special Inspector
Structural Steel and Welding Special Inspector
Prestressed Concrete Special Inspector
Reinforced Concrete Special Inspector

Experience: Minimum of two years experience in the inspection of construction within the Districts scope of influence, or other agency found acceptable to the District.

**Knowledge of:**
- Construction procedures, techniques, and practices.
- Basic drafting
- Mathematics including Algebra and Geometry.
- Map reading.
- Local geography.
- Purpose of and techniques of test methods and procedures.
- Practices and procedures in water distributions and sanitation systems.
- Codes and specifications pertaining to construction.
- Safe working practices.

**Abilities:**
- Read and understand blueprints, schematics, and specifications.
- Communicate effectively both in writing and verbally.
- Follow written and oral directions.
- Work cooperatively with others.
Abilities cont’d:
- Understand and follow district safety policies.
- Be available for weekends, holidays, and nights.
- Make accurate mathematical computations.
- Safely operate a light district vehicle.
- Computer knowledge and skills i.e. Microsoft word, Microsoft excel, Microsoft Outlook, Sungard system, etc.
- Effectively communicate with contractors, engineers, public officials and others.
- Work independently and use sound judgment in making decisions.
- Accurately perform inspections and tests.
- Keep detailed records, diaries, and reports.

Education: High school diploma or equivalent. Any formal education that would provide the required knowledge and abilities is qualifying. Completed courses in college, technical trade school training and certificates from ICC and/or ACIA are desirable.

**PHYSICAL REQUIREMENTS:**

1. Drives District vehicle to job sites, including over rough terrain. Able to use a two-way radio for communication.

2. Works in extreme weather conditions including wind, heat and rain. Will work in areas containing dust, fumes, exhaust, chemicals, raw sewage, and/or insects. Also works in areas with high frequency noise, vibration and high voltage.

3. Climbs ladders and work at heights up to 100 feet.

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

5. Lift and carry objects in excess of fifty pounds.

6. Operate and carry a variety of inspection equipment with hands and fingers.

7. Required to walk, carry tools and materials, and work on uneven ground.

8. Tolerate Coachella Valley Water District immunization program.

9. Works in areas of low or bright lighting and with flashlight in dark areas. Must have ability to view and distinguish objects both near and far.

10. Wears appropriate safety equipment including hard hat, vest and steel-toe shoes.

See Human Resources for physical assessment form.

Approval Department Head: ____________________________  Date: _____________

General Manager: ____________________________  Date: _____________