JOB DESCRIPTION

Coachella Valley Water District

Date: May 2010

TITLE: CONSTRUCTION INSPECTOR II (Lead)    SECTION: Construction Inspection

DEPARTMENT: SERVICE    SRN: A - 33 + 5%

REPORTING RELATIONSHIP:

Reports to: Chief Inspector

Supervises the following positions: Inspector Trainee, Inspector I, Inspector II

DEFINITION: Under minimal supervision, performs routine and specialized inspections and tests, maintains and prepares complete and concise reports and diaries. Maintain all records of construction for assigned District projects. When required must be able to assist with the training of Inspector Trainees, Inspector I’s, and Inspector II’s. This position is considered a journeyman level to the construction inspection field and must be able to perform all levels of inspection within the Districts jurisdiction. Coach, lead, track, and monitor daily activity. 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 drains, deep water wells, reservoirs, domestic water pipeline, sanitation pipeline, Water Reclamation Plants, irrigation pipelines, sewer lift station, pressure reducing station, 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 Chief Inspector.
10. Conduct pre-construction meetings for subdivision projects.

11. Prepares and verifies contract quantity for contract summary payments, check grade and alignments, check and verify materials for use.

12. Understand and operate Sungard system.

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

14. Coordinates drinking water distribution tie-in connections to existing grid systems.

15. Calculates, accepts or rejects distribution system hydrostatic pressure and leakage testing.

16. Based on Department of Health Services guidelines, determines the number of bacterial sampling points to be installed.

17. Coordinates the disinfection process, including flushing of Chlorine, verifying amount and concentration of disinfectant in PPM, for the various distribution pipelines under construction.

18. As needed, operates the distribution system valves for purposes of activation, shut-downs and for repairs under specific direction of the General Manager.

19. Monitor project assignments.

20. Lead Inspectors to ensure projects meet specifications, plans, and codes.


**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 II Certification in Water Distribution given by the Department of Health Services

AND

ACIA (American Construction Inspectors Association) Division IV -- Public Works

AND

One of the following:

**ACIA Division I** - Engineering

ACIA (American Construction Inspectors Association)

Mechanical    Masonry    Electrical    Earthworks
Paving    Concrete    Welding    Structural Metal
Pre-stress Concrete    Structural Wood
Possession of Cont’d:

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

Experience: Minimum three years of experience in the inspection of construction within the District’s scope of influence, and/or experience with another agency found to be acceptable to 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 direction
- Work cooperatively with others.
- Accurately perform inspections and tests.
- Keep detailed records, diaries, and reports.
- Make detailed records, diaries and reports.
- 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.
- Keep detailed records, diaries, and reports.
- Training techniques and processes.
- Supervisory skills and techniques.

Education: High school diploma or equivalent. College or technical trade school training related to inspection desirable. Completed courses in college, technical trade school and certificates from ICC and/or ACI 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 verity 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.

11. Ability to sit for long periods of time at a desk work station.

See Human Resources for physical assessment form.

I confirm that this job description is an accurate representation of this position as of this date.