**JOB DESCRIPTION**

Coachella Valley Water District

**TITLE:** CONSTRUCTION INSPECTOR TRAINEE  
**SECTION:** Construction Inspection

**DEPARTMENT:** Engineering  
**SRN:** 25

**REPORTING RELATIONSHIP:**

Reports to: Chief Inspector

Supervises the following positions: Not applicable

**DEFINITION:** Under supervision, learns and performs routine inspections of public works and subdivision projects for the district; 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 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. Applies specification standards for a variety of construction projects 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.
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.

Experience: Minimum two years of experience in pipeline construction, earthwork, concrete construction or structural construction, and/or education related to construction proving acceptable to District.

Knowledge of: - Construction procedures, techniques and practices.
- Basic drafting
- Mathematics
- Map reading
- Local geography

Ability to: - Read and understand blueprints, schematics, and specifications;
- Communicate effectively both in writing and verbally;
- Follow written and oral directions;
- Work cooperatively with others;
- 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.

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

PHYSICAL REQUIREMENTS:

1. Drive District vehicle to job sites over rough terrain. Able to use a two-way radio to communicate.
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 voltages.

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

4. May work in confined spaces. Must have the ability to wear and use appropriate safety equipment including a Self Contained Breathing Apparatus (SCBA).

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-toed shoes.

See Human Resources for physical assessment form.

Approval Department Head: ___________________________ Date: __________

General Manager: _________________________________ Date: __________