



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description

### Construction Inspector III

**Status:** Non-Exempt, Safety Sensitive  
**Supervisor:** Engineering Services Manager  
**Effective Date:** August 1, 2018

#### **Supervision Received and Exercised**

Reports to and receives direction from the Engineering Services Manager. Coordinates assignments with the Senior Engineer and Engineering Technician. Provides support for and coordinates engineering-related work with other District departments, and with outside consultants, engineers, contractors, vendors, developers, and county and city entities.

#### **Primary Function**

Monitoring, inspection and oversight of various construction and re-construction activities and projects undertaken by developers, contractors, District Operations, and other entities. Serves as an office and field resource for both internal and external projects and personnel. To oversee and coordinate the work of assigned personnel engaged in construction projects; to perform duties requiring specialized knowledge; and to provide administrative support to the Engineering Services Manager, Senior Engineer, and other departments.

#### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Plan, prioritize, prepare and review the work associated with a variety of construction inspection duties.
- Develop schedules and methods to complete work assignments in a timely manner.
- Participate in evaluating the construction activities; recommend improvements and modifications.
- Provide and coordinate work and to correct deficiencies.
- Manage a variety of routine to complex projects related to the construction, maintenance and repair of the District's water systems and facilities.
- Assist with the review of constructability of plans.
- Prepare, and participate in pre-bid meetings and bid openings; review bids; research contractor background; make recommendations for contract awards.
- Assist with the negotiation of change orders with contractors; preparation of notice of completions, and the review and approval of progress and final payment estimates.
- Coordinate inspection, materials testing.
- Maintain knowledge of ANSI, AWWA and other required standards and procedures of the industry.
- Adhere to District safety standards.
- Inspect contractor work in progress for specification and compliance with safety standards; maintain knowledge on CAL/OSHA construction safety requirements.

- Provide support for Operations.
- Coordinate and support backflow preventer testing and provide service activations.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles and practices of construction management and inspection and materials testing.
- District policies, rules, regulations and procedures.
- Methods, materials, tools and equipment used for installation/maintenance of water facilities.
- Pipefitting and hydraulic properties of water related to the functions of structures operated and maintained.
- Government bid process.
- CAL/OSHA construction safety regulations; applicable safety precautions and procedures.
- Valve control and maintenance; metering; backflow preventer testing.
- District standards.
- Principles and practices of customer service.

#### *Ability to:*

- Provide technical and functional support and construction management and inspection support.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze construction problems; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing conducting inspections; perform simple and power grasping, pushing, pulling, and fine manipulation.
- Perform the duties related to the inspection of construction projects.
- Apply administrative and operational regulations, policies, procedures, and standards.
- Exercise considerable discretion to plan and carry out activities.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Efficiently use computer and applicable software.
- Initiate and maintain effective safety practices.
- Conduct periodic safety checks and observe the safety conditions of job sites.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### *Education and Experience:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:**

High school graduation, and equivalent to an Associate's degree from an accredited college with major course work in construction technology or a two college course semesters in construction and/or public works inspection.

**Experience:**

Five years (minimum) of responsible experience equivalent to a Construction Inspector II or equivalent related experience.

***License or Certificate:***

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Grade III Water Distribution Operator's Certificate issued by the State of California Department of Health Services and Public Works Inspector (APWA) Certificate.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking			√	
Climbing/Stooping/Kneeling		√		
Lifting/Pulling/Pushing			√	
Approximate Maximum Weight to Lift			50 Pounds	
Fingering/Grasping/Feeling				√
Describe Working Conditions	85 Percent Outdoors, 15 Percent Indoors			