



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

## Position Description

### Construction Inspector I/II

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

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

Construction Inspector I - Receives immediate supervision from the Engineering Services Manager and receives technical and functional supervision from the Construction Inspector III. Does not provide supervision to others.

Construction Inspector II - Receives general supervision from the Engineering Services Manager and receives technical and functional supervision from the Construction Inspector III. Does not provide supervision to others

#### **Primary Function**

To inspect the maintenance, repair, and construction of water systems and facilities, as well as perform administrative duties to ensure smooth execution of contract or developer agreements.

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

- Review preliminary designs for constructability; attend pre-construction conferences.
- Inspect service connection and pipeline construction in progress; make notifications of deficient work; photograph before, during and after work of contractors; resolve conflicts between design and actual field conditions; offer recommendations on change orders; prepare written daily inspection reports.
- Review monthly pay estimates and discuss with contractors.
- Maintain as-built notes and conditions and coordinate transfer of data to original drawings.
- Prepare calculations for water loss and other maximum parameters for leak and pressure testing of pipelines.
- Specify location of compaction testing; evaluate moisture content sampling results.
- Adhere to the District's safety standards.
- Inspect contractor work in progress for specification compliance and compliance with safety standards.
- Maintain knowledge of CAL/OSHA requirements for pipeline construction.
- Prepare hand drawn and digital location sheets for isolation valves and valves in major streets; maintain an accurate record of isolation valve position.
- Operate District transmission and distribution valves for tie-ins, shut-downs, and flushing.
- Approve backflow preventer installation; provide authorization for service; notify customers when shut downs are necessary for tie-in of new mains for developments.

- Provide on-site inspection when contractors are conducting pressure leak tests; provide backup for other construction inspector positions when required.
- Build 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**

#### **Construction Inspector I**

##### *Knowledge of:*

- Basic mathematics.
- Safe working practices.
- Basic principles of construction.
- Principles and practices of customer service.
- Safe work practices.

##### *Ability to:*

- Follow instructions when carrying out activities.
- 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.
- Efficiently use computer and applicable software.
- Learn to approve the safety conditions of job sites and conduct periodic safety checks.
- Initiate and maintain effective safety practices.
- Establish and maintain effective working relations with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

##### *Experience and Education:*

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:

Equivalent to graduation from high school.

##### Experience:

None required.

##### *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.

### Construction Inspector II

In addition to the qualifications for Construction Inspector I:

*Knowledge of:*

- Methods, materials, tools and equipment used for the installation and maintenance of water facilities.
- Pipefitting and hydraulic properties of water related to the functions of structures operated and maintained.
- Government bid process.
- Inspection techniques.
- CAL/OSHA construction safety regulations.
- Applicable safety precautions and procedures.
- Valve control and maintenance.
- Backflow preventer testing.

*Ability to:*

- Apply administrative and operational regulations, policies, procedures, and standards.
- Conduct occasional after hour and evening inspections.
- Exercise considerable discretion to plan and carry out activities.
- Efficiently use computer and applicable software.
- Initiate and maintain effective safety practices.
- Approve the safety conditions of job sites and conduct periodic safety checks.
- Apply District, State and Federal policies, procedures, rules and regulations.

*Experience and Education:*

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:

Equivalent to an Associate's Degree from an accredited college with major course work in engineering or related field.

Experience:

Two years of experience performing duties equivalent to Construction Inspector I with San Juan Water District. Positions in this class are flexibly staffed and are normally filled by advancement from level I if incumbents have met the minimum qualifications and demonstrated the ability to perform the responsibilities required at the higher level.

*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.

**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			