



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Senior Construction Inspector
Department: Support Services - Technical Services Division
Supervised By: Technical Services Supervisor
FLSA Status: Non-Exempt
Revised as of: June 2018

JOB SUMMARY

To oversee and perform a variety of skilled and specialized work in testing and technical inspection of the construction, alteration, maintenance and repair of water, sewer and parks projects, to perform plan review and related inspections of new public works, private and commercial projects, and to ensure that construction is in compliance with the approved plans and specifications and applicable regulations and ordinances; to administer Technical Services Division compliance programs as assigned, including, but not limited to the District's Fats, Oils and Grease (FOG) reduction program; to review and coordinate Development Agreement Projects in conjunction with the Technical Services Supervisor; and to review, coordinate and inspect assigned District Capital and Non-Capital Projects in conjunction with the Engineering Department.

DISTINGUISHING CHARACTERISTICS

The Senior Construction Inspector is the advanced journey level classification in the Construction Inspector Series. This is a responsible position with emphasis on specialized technical or functional expertise, critical thinking, independent judgement and decision making. Incumbents in this position must have demonstrated the ability to sustain positive participation as an active team leader, member and effective District employee. The Senior Construction Inspector is distinguished from the Construction Inspector II by attainment of a higher level of knowledge and certification and a higher level of responsibility including providing technical and functional supervision. Progression into the Senior Construction Inspector job class is based on the employee's attainment of the qualification standards of the Senior level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the Senior level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Technical Services Supervisor.

May exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Review commercial and residential property construction plans, evaluate connection fees and rate adjustments, and inspect properties for billing and ordinance conformance.
- Review plans and submittals, prepare documents, inspect and document work related to Capital, Non-

Capital, and Development Agreement projects.

- Review and provide comment on documents provided by others, to include plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- Prepare plans, specifications, reports, studies, calculations, estimates, budgets, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures or any other document within the expertise of the incumbent.
- Provide technical assistance and recommendations for the planning, design, construction, operation and maintenance of District sewer, water, administrative, parks and recreation facilities.
- Test or witness tests of water mains, sewer mains, sewer manholes, fire hydrants, related appurtenances, earthwork and grading, paving, or other related activities to ensure compliance with District standards or approved plans and specifications.
- Administer Technical Services Division Compliance Programs as assigned, including, but not limited to the District's Fats, Oils and Grease (FOG) program.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist in the oversight of various phases of assigned District capital and non-capital project implementation, to include planning, permitting, environmental processing, design review, bidding, contracting, construction and close-out.
- As needed, serve as on-site construction inspector for District capital projects and non-capital projects.
- As needed, evaluate, adjust, and coordinate order of work.
- Act as representative and liaison to outside agencies, contractors, property owners and operating departments related to District capital and non-capital projects and construction activities.
- As needed, attend and participate in project specific meetings. Prepare for meetings, perform follow-up tasks; Lead certain meetings involving District specific issues.
- Strictly enforce project requirements and specifications; Resolve disputes and issues in the field.
- As needed, Serve as lead facilitator and encourage professional communication between agencies and contractors.
- As needed, identify and order parts and materials.
- Oversee the work of contracted consultants and/or assigned District staff, to include technicians, inspectors, assistants and administrators.
- Perform backflow inspections, determine the degree of hazard and recommend backflow prevention solutions, and work with customers to ensure compliance with State and District regulations.
- Interpret and apply safety rules and regulations to work assignments.
- Inspect and test District maintained backflow prevention devices.
- Assist in department activities as directed by the Technical Services Supervisor.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Methods, techniques, tools, materials and equipment used in the construction, inspection and testing of public works projects.

- Principles, practices, techniques and terminology of construction, inspection, and civil engineering.
- District policies, procedures, ordinances and operations.
- Construction inspection and testing principles and practices as applied to utilities, parks, facilities, and other public works.
- Project management concepts and practices related to the planning, design and construction of public works.
- Principles and theory of design of residential and commercial utility systems and public works projects.
- Federal, State and local laws and codes and regulations pertaining to the construction of public works, to include building code, plumbing code, fire code, environmental regulations, construction safety, etc.
- State and District regulations and ordinances related to cross-connection control.
- Standard and accepted principles of design and operation of water sources, transmission and distribution systems; and wastewater collection and treatment systems.
- Bidding procedures and unit bid pricing.
- Principles and practices of negotiation, conflict management, and dispute resolution.
- Modern developments, current literature and sources of information regarding project management and construction practices.
- Modern office practices, methods, and computer equipment.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Determine quality, materials and workmanship through inspection, and to determine compliance with specifications.
- Read, comprehend, interpret and explain plans, specifications, reports, calculations, schedules, permits, environmental documents, ordinances, policies, procedures and any other document within the expertise of the incumbent.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical issues.
- Intermittently, walk, stand, kneel, climb and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; write or use a keyboard to communicate, and occasionally lift or carry weight of 75 pounds or less.
- Analyze and interpret data.
- Understand and apply District policies, procedures, standards, ordinances and practices to work assignments.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to the construction of private utility facilities, public works and other work assignments.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Monitor own work product for quality and accuracy.
- Utilize engineering software (CAD, GIS, scheduling, estimating) at a proficient level.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.

- Understand both oral and written instructions and carry out in a positive manner.
- Utilize appropriate safety procedures and practices for assigned duties.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's degree from an accredited college or university in engineering, environmental sciences, or a related field.

Experience: Four (4) years of progressively responsible experience performing functions comparable to that of a Construction Inspector II with the District.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Certification as an American Water Works Association (AWWA) Backflow Prevention Assembly General Tester, or ability to obtain within 18 months of appointment.
- Certification as an American Water Works Association (AWWA) Cross-Connection Control Specialist, or ability to obtain within 18 months of appointment.
- Certification as an American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 1, or ability to obtain within 18 months of appointment.
- Possession of a valid D3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board, or ability to obtain within 18 months of appointment.
- Possession of a valid T2 Water Treatment Operator Certificate issued by the California State Water Resources Control Board, or ability to obtain within 18 months of appointment.
- Possession of a valid Grade III Collection System Maintenance Certificate issued by the California Water Environment Association, or ability to obtain within 18 months of appointment.

WORKING CONDITIONS

Work is performed in both indoor office and outdoor construction site environments, subject to hot and cold temperatures and excessive dust and noise. Position may occasionally require working beyond normal business hours, as needed to witness various inspections and/or meet with certain customers, business owners, contractors, etc. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: June 13, 2018

Classified by: 

Date: June 13, 2018

Approved by: 

Date: June 13, 2018