

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Construction Inspector

<b>DEPARTMENT:</b> Engineering	<b>ACCOUNTABLE TO:</b> Engineering Manager	<b>FLSA STATUS:</b> Non-exempt
<b>SALARY RANGE:</b>	<b>18, 20, 23, 25</b>	
<p><b>CLASS SUMMARY:</b> Incumbents are responsible for a wide variety of duties including locating and marking Padre Dam facilities (water, reclaimed water, sewer pipelines, valves, manholes, gas, electric and phones) and project management and inspection of complex Padre Dam and private contract construction work related to water, recycled water, and sewer facilities. Duties performed might include: locating and marking facilities using engineering drawings, visual identifiers and specialized equipment, scheduling field meetings with contractors and other agencies, updating location/inspection project drawings, reviewing survey data and procedures, performing continuity tests on installations of tracer wires, inspecting and approving private development and Padre Dam contract construction projects; planning, scheduling and pacing inspection work with the progress of construction; reviewing plans/details, submittals, specifications, contract documents and soil reports; ensuring compliance for quality and quantity of materials, construction methods, equipment and workmanship; responding to and resolving customer inquiries and complaints; and, maintaining records documenting progress of projects.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Construction Inspector is the first level of a two level inspection series. The Construction Inspector is a broad class which incorporates all facilities location and construction inspection personnel. The Construction Inspector is distinguished from the Engineering Manager in that the Manager has full supervisory duties and authority.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Locates and marks existing Padre Dam facilities in the field using engineering drawings, computer databases, visual identifiers and specialized equipment.
2.	Assists Padre Dan's Right-of-Way Agent with the location, monitoring and documentation of easement encroachments, erosion problems and other easement issues.
3.	Schedules and attends field meetings with contractors and other agencies.
4.	Updates, maintains and organizes location and inspection project drawings, files and records.
5.	Coordinates construction projects with all Padre Dam departments, other public agencies and the general public.
6.	Inspects and approves all Padre Dam facilities construction work performed by private contractors. Work may include: earthwork, masonry, pipeline, welding, valves, manholes, meters, pump stations, paving and landscaping.
7.	Documents progress and details of construction work with daily reports, photographs, field notes and all other project records using a computer with Windows-based software.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
8.	Prepares progress reports, approves and recommends acceptance of progress payments, change orders and final project to Padre Dam.
9.	Notifies contractor whenever a violation of safety procedures is observed in the field.
10.	Responds to, resolves and documents customer inquiries and complaints.
11.	Reviews plans, submittals, specifications, contract documents and soils reports.
12.	Confers with Padre Dam engineering staff and contractor regarding work or materials that deviate from plans/specifications, and ensures that approved work meets Padre Dam standards.
13.	Reviews survey data and procedures to verify line, grade and locations and accurately established and confirms that they are adhered to during construction.
14.	Coordinates and monitors the disinfection/chlorination of newly constructed facilities to ensure that regulations are followed.
15.	Responds to after hour emergencies.
16.	Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry):

- Safety procedures and regulations;
- Pipeline construction materials, equipment and tests;
- Construction practices;
- Facility location techniques;
- Material testing procedures;
- Applicable laws and regulations.

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### Skills (position requirements at entry):

- Inspecting construction projects;
- Reviewing survey data;
- Reading and interpreting blueprints;
- Locating Padre Dam facilities;
- Reviewing survey data;
- Using computer and related software applications;
- Managing multiple projects;
- Checking and reviewing plans;
- Prioritizing Inspection and Location activities;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### Training and Experience (position requirements at entry):

Completion of course work beyond High School related to mathematics, mapping, and/or plan checking, one year experience performing the above duties; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Licensing Requirements (position requirements at entry):

- Water Distribution Operator Grade D-3 certificate from the State of California, Dept. of Health Services within three test cycles of date of hire;
  - Valid California Driver's License;
  - Competent Person Certification as issued by the State of California;
- \* Other certifications may be required depending on assignment.

### Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, odors, dusts and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

### Classification History:

Date: 4/98; 1/02; 1/05