



## Construction Inspector I/II

Class Code:  
300, 301

### DEFINITION

Under supervision (Construction Inspector I) or general supervision (Construction Inspector II) of the Development Services Manager or Engineering Supervisor, reviews plans and submittals to ensure they are complete, accurate and in compliance with construction standards, regulatory requirements, and District policies; performs field inspections of construction work in progress to ensure compliance with approved plans, specifications, accepted construction methods, applicable regulations, and District policies; performs office and field work involving drafting, surveying, mathematical calculations, preparation of reports, and recordkeeping; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Construction Inspector I** is the entry-level class in the Construction Inspection series. Under supervision, within a framework of established policies and procedures, incumbents learn and perform basic to moderately complex and specialized field inspection duties and related work. Incumbents may perform basic drafting and mapping, assist in reviewing plans covering all discipline areas (e.g., civil, electrical, mechanical, etc.), perform simple construction-related surveying, water quality sampling, basic engineering calculations, and computer data entry, keep a variety of records and logs, perform quantity take-offs, monitor project status, prepare customer job orders, and prepare a variety of reports. As experience and proficiency are gained, assignments become more varied and complex and the level of independent action increases within established guidelines. Assignments are given in specific terms and are subject to frequent review by the Development Services Manager or Engineering Supervisor while in progress and upon completion, except where tasks are well defined by established standards, policies, and procedures. There is limited latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey-level Construction Inspector II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Construction Inspector I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Construction Inspector II after a minimum of three (3) years at the first level, obtaining a D2 Water Distribution Operator Certificate, and with demonstrated proficiency to meet the job requirements of the Construction Inspector I classification.

**Construction Inspector II** is the experienced, journey-level class in the Construction Inspection series. Under general supervision, within a framework of established policies and procedures, incumbents perform the full range of assigned tasks, while exercising discretion and independent judgment within established guidelines. Assignments are given in general terms and are subject to periodic review while in progress and upon completion by the Development Services Manager or Engineering Supervisor. There is some latitude for independent and action in well-defined areas of work.

The Construction Inspector II class is distinguished from the Construction Inspector I by the relative independence with which they perform their duties and the ability to perform the full range of duties.

## **TYPICAL DUTIES**

### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Acts as the District's representative in monitoring and overseeing the activities of contractors performing work on construction projects.
- Conducts field inspections of all or major portions of construction projects covering all disciplines (e.g., civil, electrical, mechanical, etc); after appropriate consultation, may stop work in progress, require appropriate corrective measures and/or refuse to issue inspection certificates for failure to conform to plans and specifications.
- Ensures that contractors comply with appropriate construction methods, equipment, standards, workmanship, and quantity and quality of materials involved in the job.
- Reviews and interprets specifications and plans and confers with contractor's field representative and appropriate District staff regarding work or materials that deviate from contract plans and specifications and ensures that appropriate corrective measures are applied.
- Inspects delivered materials in the field; inspects shop fabrications of materials to be incorporated into construction projects.
- Performs specialized inspections within civil, mechanical and electrical disciplines, including, but not limited to, the batching of concrete, concrete structures, structural steel fabrication, welding of pipe, linings and coatings of pipes, tanks, and other appurtenances and facilities; pump and valve installations, electrical and signal conduit, conductor and switchgear installations, and process piping.
- Selects samples and makes tests of concrete, aggregate and other construction materials; submits materials for testing; ensures that contractors or others are taking soil samples and performing required soil compaction testing.
- To the degree specified by supervisor, utilizes judgment in permitting field changes in matters not requiring engineering re-design; for more significant field changes beyond inspector's authority, consults with appropriate supervisor or engineer and relays instructions to contractors.
- Performs basic standard drafting and mapping; updates maps; prepares record drawings and survey notes; performs engineering calculations; keeps records and logs, including details and progress of construction work; makes monthly estimates of quantity of construction completed; and prepares a variety of reports.
- Performs water quality sampling and basic water quality testing.
- Operates water distribution system components as necessary to facilitate distribution system related construction work activities.

- Safely operates a District vehicle to and from construction sites; operates a digital camera to record field conditions; uses mobile radio and telephone to communicate with others; and uses a computer and a variety of software packages as required.
- May operate surveying instruments and review surveying data and procedures to ensure that line, grade and location have been properly established and that they are followed during construction.
- May train or assist in training lesser skilled employees on specific assignments.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a high school diploma, or its equivalent; and

**Construction Inspector I:** Three (3) years of full-time experience in a construction trade or as an engineering technician.

**Construction Inspector II:** Three (3) years of full-time experience equivalent to that of a Construction Inspector I within the District.

### **Knowledge, Skills, and Abilities:**

Knowledge of: the methods, materials, equipment, and tests used in the construction and installation of pipelines and structures; mechanical and electrical systems; water distribution and transmission systems and facilities; proper inspection techniques to examine construction workmanship and materials for defects and faults; materials sampling, testing, and estimating procedures; surveying principles and methods as applied to construction work; basic principles of mathematics including algebra, geometry, and trigonometry; use of Global Position Systems (GPS) equipment; relevant OSHA regulations and principles and practices of work safety; factors affecting water quality in a water distribution system; basic water quality sampling techniques and testing methodologies; both English and metric measuring systems; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: make accurate mathematical calculations relative to construction and surveys; operate a surveying level, computer, mobile radio, telephone and a variety of camera equipment; carry out thorough and complete field inspection activities; effectively represent the District where relations may be strained; read and interpret engineering drawings, construction plans, specifications, and work orders; make volume, leakage, quantity, and other mathematical calculations with speed and accuracy; maintain detailed, complete, and accurate records; prepare clear and concise written reports; work independently and reliably in the field; perform the essential functions of the job without causing harm to self or other; operate modern

office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.

**Construction Inspector I:** Must obtain a Grade 1 Water Distribution Operator Certification within 12 months of employment. Failure to obtain a Grade 1 Water Distribution Operator Certification within 12 months will result in termination of employment.

**Construction Inspector II:** Possession of a Grade 2 Water Distribution Operator Certification is required.

**Working Conditions/Physical Requirements:**

The essential functions of the job requires the ability to work outdoors on a year-round basis under a variety of climatic and geographic conditions; work long or unusual hours as situations demand; regularly drive a vehicle from site to site; work in an environment with exposure to loud noise, chemicals, fumes, and other environmental substances; traverse uneven terrain; stand for long periods of time; bend, squat, crawl and/or climb into large diameter pipelines and confined spaces; climb ladders, stairs and other construction access points to inspect construction sites; grasp, hold and reach; speak and hear in person and on the phone; sit for extended periods of time when performing office tasks; finger dexterity to operate a computer; and the strength to frequently lift and/or carry objects weighing up to 25 pounds and occasionally weight up to 55 pounds.

Revised: 07/12, 11/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager