



POSITION DESCRIPTION

TITLE: INSPECTOR LEVELS I, II AND III
REPORTS TO: Engineering Services Supervisor
GRADE: 4, 5, 6
FLSA: Non-Exempt
CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None*

INDIRECT: None

**Inspector III provides technical guidance to an Inspector II and I.*

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. A State of California Water corresponding Distribution Operator certification is required for these positions.

EDUCATION: High School diploma or equivalent; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications are required.

EXPERIENCE:

Level I: Three years of progressive experience to include: understanding of the operation and maintenance of a water and recycled water distribution system and sewer collection system such as installing and repairing water, recycled water, and sewer mains, valves, pumps, fire hydrants, meters, pressure reducing stations, cathodic protection, manholes and valves and other water/recycled water distribution/transmission and sewer collection facilities; familiar with the use of concrete and asphalt; thorough knowledge of water quality issues, all applicable California and Federal rules and regulations; ability to effectively utilize personal computers and peripherals; knowledge, skills, and ability to correctly interpret construction survey stakes, read blueprints and interpret engineering drawings; ability to work independently with clear understanding of goals and objectives; ability to organize and manage competing priorities. State of California Water Distribution Operator D1 certification is required. A Water Technology Certification is preferred.

Level II: In addition to Level I requirements, five years of progressive experience to include: understanding of the operation and maintenance of a water and recycled water distribution system and sewer collection system is required. Demonstrated comprehension of California and Federal OSHA requirements and their application; ability to effectively utilize a personal computer and peripherals; ability to assimilate data from various sources and assess/analyze data to resolve problems and make decisions, and a State of California Water Distribution Operator D2 certification is required.

Level III: In addition to Level II requirements, eight years of progressive experience to include: understanding of the operation and maintenance of a water and recycled water distribution system and sewer collection system is required. Demonstrated comprehension of District rules and regulations, a thorough knowledge of departmental procedures; the successful completion of a course of instruction on lead or supervisory duties at a journeyman level; proven ability to mentor and guide lower level staff in technical resolutions and District regulations; proven ability to organize and manage competing priorities; skilled in personal computer and peripherals operations and use; and a State of California Water Distribution Operator D3 certification is required.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific project tasks and review results and accomplishments; Inspector(s) to provide required assistance; Operations personnel to conduct internal work assignments; all other District personnel as required.

EXTERNAL: Interaction with contractors, developers representatives, general public, other government agency officials and others during the course of inspection to obtain water facilities which meet the District's requirements for acceptance into the District's system; emergency service personnel as necessary.

PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; ability to effectively utilize a personal computer and peripherals; good hearing, eyesight and speech capabilities; excellent verbal and written communication skills.

This position requires the ability to work extended hours, weekends, and Holidays.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wears protective clothing as required. When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include providing inspection services under the direct supervision of the Engineering Services Supervisor. Supports effort to maintain the District system with regards to easements, encroachments, right of way, and land acquisitions. An ability to communicate clearly with contractors and other construction personnel in a professional manner; assist in operating the department within budgetary guidelines; ability to assure successful inter-departmental relationships are required. Ability to organize and prioritize a large volume of work efficiently and accurately and act as a positive role model and professionally represent the District. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME			TASKS
LEVEL			
I	II	III	
65%	5%	5%	Reviews available records including record bluelines, proposed improvement plans, easement plats, and other documents to locate existing district facilities. Utilizes electronic locating equipment and other measuring devices to accurately field locate facilities. Responsible for monitoring DigAlert notification devices, scheduling line location priorities and coordinating them with the Engineering Services Supervisor. Assists with organization and maintenance of the District's mapping system.
10%	70%	50%	<p>Inspects and determines that facilities constructed within the District are in compliance and conformance with the approved plans, specifications, rules, regulations, and performance standards of the District:</p> <ul style="list-style-type: none"> • Reads and evaluates blueprints to ensure compliance and conformance by the contractor. • Investigates and resolves conflicts between plans and actual construction conditions. • Makes detailed daily reports on each project under inspection noting: (1) all details of construction and; (2) approved changes to construction plans. • Completes clear, concise reports as required, utilizing District software. • Performs testing of all facilities under inspection to verify and document performance standards and prepares documentation of such testing. • Inspects the disinfection of new facilities. • Arranges for and documents specialty and materials testing in conjunction with the District's or developer's consultant, including soil, concrete, welding, steel reinforcement, anchors, and coating testing. • Reports any violations of safety and health requirements. • Reviews and comments on project plan prior to submission to the Engineering Manager or consulting engineer. • Prepares certification of work performed to date to support contractor progress payments on District constructed projects.
5%	5%	10%	<p>Right-of-Way Coordination:</p> <ul style="list-style-type: none"> • Provide support for Engineering Services Supervisor with the resolution of issues regarding use of District right-of-way. • Coordinates with Operations staff and the Engineering and Right-of-Way Coordinator to perform field reviews of potential encroachments to District easements and support documentation and correspondence.
5%	5%	20%	Prepares a variety of Board and status reports as required. Prepares interim and final analysis reports on a routine basis for review by the Engineering Services Supervisor.

- 5% 5% 5% Participates in District programs by:
- Supporting and recommending policy changes regarding operations and procedures.
 - Professionally representing the District.
 - Responding to emergency situations using sound judgement.
 - Assisting in the effective usage of District resources, including labor resources.
 - Assisting with the implementation of the department's record retention requirements for data management.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% 10% 10% Performs all related duties as assigned.