

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Senior Inspector

**FLSA Status:** Non Exempt

**Supervisor:** Engineering Services Manager

**Effective Date:** March 2011

### **Definition/Distinguishing Characteristics**

Under general supervision, this journey level position performs duties related to conducting and overseeing construction management services and inspections on all District and developer projects.

### **Examples of Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not 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 needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Performs construction inspection of transmission and distribution pipelines.
- Performs contract administration, prepares change orders and monthly reports, and provides recommendations for scope of work changes.
- Schedules and attends pre-construction meetings and monitors site conditions prior to start of construction.
- Insures project compliance with plans, standards and specifications.
- Provides general administrative and staff support.
- Attends various meetings as directed.
- Maintains records and daily reports (inspection, materials testing, change orders, etc.)
- Investigates consumer complaints.
- Inspects and tests backflow prevention devices as related to projects.
- Assists in identifying areas for future main and pipeline replacement projects.
- Assists in obtaining project information needed for mapping.
- Performs special projects as delegated.
- Complies with all District policies, procedures, rules and regulations including all safety standards.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

### **Mental and Physical Requirements**

The conditions herein 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 the essential job functions.

- Travels frequently by vehicle in conducting District business.

- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers, and fax machines.
- Ability to stand and walk for extended time periods and on uneven terrain.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 rating.

## **Qualifications**

### ***Knowledge of:***

- General construction standards, techniques and public contracts.
- Basic methods and practices used in construction of water mains and pipeline.
- Water quality operations and cross-connection control programs.
- Policies, procedures, rules, regulations and codes applicable to district maintenance, operations and construction functions.
- Basic industry terms.
- Proper work safety standards.

### ***Ability To:***

- Inspect, plan, organize, manage and administer construction projects in the District.
- Perform comprehensive administrative reviews of construction work activities.
- Operate motor vehicles.
- Maintain accurate records and prepare reports.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Effectively represent the District on construction projects with the public, contractors and other organizations.
- Pass pre-employment physical, drug and alcohol examination, and background check.

### ***Education, Experience, Licenses and Certifications:***

#### ***Required:***

- High school diploma or equivalent.
- Valid California Driver's License issued by the Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Water Distribution Operator Certificate Grade D2 and Treatment Operator Certificate Grade T1, or ability to obtain one certification within 1 year of employment and second certification within 2 years of employment.

***Desirable:***

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be one or more of the following:

- Three (3) years of responsible experience as a journey-level Construction Inspector.
- Five (5) years in contract administration and inspection of public works (water) facilities.
- Certified Public Works Inspector (APWA).
- State of California Water Distribution Operator Certificate Grade D3.
- State of California Water Treatment Operator Certificate Grade T2.
- Completion of a Bachelor's Degree from an accredited college or university in construction management or closely-related field.