CITY OF SAN JUAN CAPISTRANO

CONSTRUCTION INSPECTOR - WATER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To conduct inspections of public improvements, utility and private contractor projects within the public right-of-way including the construction, repair, maintenance of drainage facilities, underground utilities and related structures; to conduct inspections of tract and off-site facilities, capital improvement and replacement projects constructed within the Water District; to ensure conformance with City standard specifications and safety standards; and to maintain records and prepare reports on projects inspected.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Engineering Manager.

ESSENTIAL FUNCTION STATEMENTS. *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Inspects work quality and materials used in a variety of public works projects or construction projects involving water facilities during various stages of construction and remodeling; inspects water mains, fire hydrants, valves, water service, air vacs, blow offs and fire detectors; ensures compliance with applicable codes, ordinances and regulations.

2. Inspects new construction and existing facility repairs of water system throughout the district; reviews underground service alert tickets for digs; marks locations of buried water lines for excavations.

3. Take samples of materials for examination or analysis by laboratories; reviews tests of construction material; ensures conformance with water specifications.

4. Observes work of contractors during progress and upon completion; confers with developers, contractors, superintendents, inspectors and property owners; ensure that safety procedures are followed; advises contractors of changes in plans and variances.

5. Inspects the chlorination of water services including mains, fire hydrants, fittings and appurtenances; take water samples; ensure compliance with appropriate standards and specifications.

6. Conducts preliminary inspections of construction site; locates and identify underground utilities including water lines; ensures that lines are clearly marked; coordinate with contractors performing other work.

7. Ensures work sites comply with all safety rules and follow National Pollution Discharge Elimination System) NPDES Regulations; works with engineers on projects and plan reviews.

8. Prepares detailed data of construction progress and inspection; prepare various reports on daily operations and activities.

9. Assists water field operations with various tasks; ensures sink holes are fixed; and advises and instructs contractors regarding water issues.

10. Attends and participates in pre-construction meetings; reviews plans and specifications.

11. Conducts plan reviews; ensures compliance with codes and ordinances; recommends modifications as appropriate.

12. Prepares various inspection reports as required; maintains files and reports regarding inspection and plan check activities and findings.

13. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of public works inspection.
Storm drains and sanitary sewer system construction and testing function.
Pipeline construction procedures.
Characteristics of material used in the construction and maintenance of a water system.
Domestic and non-potable water system construction and testing functions.
Applicable laws, regulations, codes, ordinances and policies governing public works construction.
Basic civil engineering principles and practices.
Basic mathematics including algebra, geometry and trigonometry as applied to construction inspection work.

Skill in:

Interpreting and applying laws, regulations, codes, ordinances and policies governing the construction of public works or water facility projects.
Interpreting and applying pertinent Federal, State and local laws, codes and regulations.
Reading and interpreting plans and specifications.
Determining if construction and water systems conform to City Code requirements.
Applying technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Making basic mathematical computations rapidly and accurately.
Enforcing necessary regulations with firmness and tact.
Understanding and carrying out oral and written directions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in waterworks construction inspection and/or water distribution.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized and technical training in the water distribution and construction trades.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or the ability to obtain, a Grade IV Water Distribution Operator Certificate issued by the State of California Department of Health Services.

Possession of, or ability to obtain, an appropriate, Public Works Construction Inspector's Certificate.

WORKING CONDITIONS

Environmental Conditions:

Field and construction site environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions; work around heavy construction equipment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles.