



JULY 2012
FLSA: EXEMPT

CONSTRUCTION INSPECTION SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing construction inspection services and activities; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises direct supervision over assigned Construction Inspection staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the construction inspection series that exercises independent judgment on diverse and specialized construction inspection functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day construction inspection activities and services, ensures work quality and adherence to established policies and procedures, and performs the most technically complex tasks of the assigned area. This class is distinguished from the Senior Construction Inspection Supervisor in that the latter accomplishes work objectives through lower-level supervisory staff, as well as through other construction inspection staff, and organizes and oversees day-to-day construction inspection program administration.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for construction inspection services and activities including the inspection of plant, collection facility and permit connection construction contracts to ensure that construction, rehabilitation, and installation is done in compliance with plans, specifications, contract provisions, and regulatory requirements; reviews construction inspection reports and logs to ensure accurate reporting and documentation.
- Establishes schedules and methods for providing construction inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Researches, develops, recommends, and assists in the implementation of goals and objectives; implements approved policies and procedures.

- Participates in the selection of construction inspection staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.
- Supports construction management project team with inspection interface information; attends project and related meetings for problem solving support and input; reviews cost proposals, change orders, contractor changes, and plan clarifications; supports engineering staff with technical and advisory assistance as necessary including reviewing requests for proposals, preliminary alignment, and design reports.
- Provides contract administration services; writes field change orders and assists with the writing of plan changes or clarifications; reviews and ensures that legal inspection documentation for projects is accurate and complete; ensures that contract drawings are updated regularly to include contractor's changes, field change orders, plan clarifications, and plan changes by inspectors and contractors.
- Represents the District at construction coordinating meetings with county, city and other agency officials.
- Leads and participates in a variety of quality assurance and quality control activities.
- Performs the more technical and complex tasks of the work unit; prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of construction and inspection.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of construction inspection program development and administration.
- Methods and techniques of conflict resolution and negotiation.
- Principles and applications of critical thinking and analysis.
- Basic principles and practices of budget planning and capital improvement program development, administration, and accountability.
- Safety principles, practices, and procedures of engineering and construction inspection and related facilities, equipment, and materials used in wastewater treatment and wastewater collection systems.
- Principles and practices of contract administration and evaluation.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities.
- Drafting, surveying, and engineering practices and terminology.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Defects and faults in construction.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of mathematics and their application to engineering work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote employee growth and development in the performance of work assignments.
- Effectively resolve conflict through workable solutions and alternative approaches.
- Apply critical thinking and analysis to a broad range of situations.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Effectively communicate, negotiate and influence behavior at all levels both internally and externally.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Organize, implement, and direct construction inspection programs and related activities.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use critical thinking techniques and advanced methods in reaching decisions.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Understand the purpose and enforcement of OSHA and all required safety regulations.
- Ensure compliance of construction projects with established regulations.
- Oversee projects for conformance to contract documents and for progress payment authorization.
- Read and understand technical drawings and specifications.
- Perform accurate mathematical calculations.
- Recognize and properly deal with hazardous materials/environments.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCS&D.

1. Possession of an associate's degree or 60 semester units is desirable from a college or university which is accredited by the US Department of Education, with major coursework in construction inspection, civil engineering, construction management, drafting, surveying, mathematics, or a related field; AND,
2. Six (6) years of increasingly responsible experience in construction inspection, including two (2) years of lead or supervisory responsibilities.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain certifications from ICC (International Code Council) or valid accepted industry certificates is desirable.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification and partially requires standing in and walking between work areas to conduct inspections. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.