



JULY 2012
FLSA: NON-EXEMPT

CONSTRUCTION INSPECTOR

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 supervision, inspects moderately complex plant and collection facilities construction work performed by contractors to ensure contractual compliance with plans, specifications, codes, regulations, and District safety requirements; and prepares a variety of reports and documentation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level class in the construction inspection series. Incumbents perform the full range of technical work in all of the following areas: inspecting the workmanship and materials used in a variety of construction projects, ensuring conformance with plans, specifications and District regulations, and directing and guiding contractors to achieve quality control and proper use of materials. Positions at this level perform the full range of duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Construction Inspector in that the latter is the advanced journey and lead level class in the series, inspects the most highly complex plant and collection facilities construction work performed by contractors, and exercises technical and functional direction over and provides training to lower level construction inspection staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Review construction documents including plans and specifications; inspect moderately complex plant and collection facilities construction work performed by District's contractors; ensure contractual compliance with plans, specifications, codes and safety requirements; verify that materials being incorporated into project are per specification and with approved construction practices; coordinate equipment isolations with Operations and Maintenance personnel; review submittals for compliance with plans and specifications.
- Assist safety representatives with job hazard analysis; observe contractors work safe environment and traffic control plans and devices; work with contractor to establish and maintain a safe construction project for employees, customers, and the public; suggest or make appropriate changes regarding safety and traffic control plans and devices; ensure all construction work is completed within the requirements of the District 'Owner Controlled Insurance Program'; inspect and monitor contractor's

- responsibilities to implement environmental management practices and maintain compliance.
- Assist in the maintenance of accurate contract drawings; verify contractor as-built drawings are correct; assist Project Manager on field change orders, plan clarifications, and plan changes; submit final drawings to construction project manager for the preparation of record drawings; accurately monitor and document time and material change orders as required.
- Prepare and maintain necessary construction inspection records and reports as a means of formal documentation including daily inspection reports, photo-logs, field test results, force account reports, extra work requests, project submittal files, and individual project logs; assist project manager in preparing monthly progress reports; control and monitor the use of third party inspection for accuracy of work and payment.
- Attend construction meetings; work with contractors, regulatory agencies, utilities, District officials and the general public throughout construction project to coordinate work to be accomplished and ensure satisfactory project completion with minimum impact on the public or District facilities.
- Start up and test new and existing systems.
- Attend Factory Demonstration Tests of equipment to ensure compliance with plans, specifications, approved submittals and good workmanship.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Services and activities of a construction inspection program.
- Modern construction principles, practices and terminology.
- Materials, methods, and techniques used in construction.
- Equipment, tools, and apparatus used in construction.
- Methods and techniques of construction materials and soil testing.
- Operational characteristics of construction testing equipment and tools.
- Principles and practices of engineering as applied to construction inspection.
- Mathematic principles.
- Occupational hazards and standard safety practices.
- Methods and techniques of traffic control.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Corrosion principles, substrate preparation, application and testing of coatings and linings.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Conduct moderately complex construction inspections.
- Apply technical knowledge and follow proper inspection techniques.
- Ensure construction is in compliance with established regulations.
- Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.
- Interpret and explain District construction policies and procedures.
- Interpret applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Read and interpret construction plans, schematics and blue prints.
- Read, analyze, interpret, and update contract and construction drawings.
- Relate contract drawings to contract installations.
- Document data regarding construction inspection activities.
- Prepare technical reports.

- Operate a variety of construction inspection equipment in a safe and effective manner.
- Don SCBA equipment and enter confined spaces.
- Operate modern office equipment including computer equipment and applications.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective 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 OCSD.

1. High school diploma or equivalent supplemented by college level course work or trade school training in engineering technology or construction inspection; AND
2. Two (2) years of experience performing construction inspection or related experience managing public works construction projects.

License or Certificate:

- Possession of a valid California class C driver's license.
- Possession of, or the ability to obtain, ICC, NACE, ACIA, ACI, and APWA certification(s) 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 construction 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 primarily a field classification and standing in work areas and walking between work areas and to conduct inspections is required. 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 40 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.