SENIOR 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. Job duties assigned will vary based on division assignment.

DEFINITION

Under direct or general supervision or direction, inspects highly complex plant and collection facilities construction work performed by contractors to ensure contractual compliance with plans, specifications, codes, regulations and District and Occupational Safety and Health Administration (OSHA) safety requirements; coordinates construction requirements with District process control and safety requirements; and performs research for and completes special projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision or direction from the assigned supervisory or managerial staff. Exercises no direction supervision of staff. Exercises technical and functional direction over and provides training and guidance to lower-level construction inspection staff as assigned.

CLASS CHARACTERISTICS

This classification is the second of two (2) levels within the construction inspection job series. Incumbents perform the full range of duties related to inspecting the workmanship and materials used in a variety of construction projects for conformance with plans, specifications, District regulations, and safety standards; serve as an advisor to contractors, project teams, management, and staff in area of specialty, such as, but not limited to, electrical, mechanical, structural, and/or safety construction inspection; and directing and guiding contractors to achieve quality control and proper use of materials. Responsibilities include reviewing plans, conducting inspections of construction sites, enforcing compliance with regulatory codes, laws, and ordinances, and ensuring conformance with approved plans, specifications, standards, permits, and licensing. This class is further distinguished from the Construction Inspection Supervisor in that the latter is the supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in construction inspection.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

➢ Assists consultants, contractors, and project managers with highly complex construction and building rehabilitation projects; researches completed District construction jobs and advises design consultant on possible conflicts with existing installations; identifies problems and suggests solutions to contractors and project managers.

➢ Works with contractors to establish and maintain a safe construction project for employees, customers, and the public; ensures that all construction work is completed within the requirements of the District and established safety precautions are adhered to; corrects and/or stops work if unsafe practices or conditions are observed; reports unsafe work conditions/practices to assigned supervisory or managerial staff as necessary.
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- Assists safety representatives with job hazard analysis; issues high hazard permits; reviews comments on, and suggests or makes appropriate changes to contractor’s work safe environment and traffic control plans and devices; inspects and monitors contractor's responsibilities to implement environmental management practices and maintain compliance.
- Conducts safety audits, documents safety violations, and notifies project management; ensures implementation of Contractor Corrective Action Plans; investigates incidents and accidents; and advises other inspectors on safety compliance issues and requirements.
- Reviews plans and specifications of complex construction and rehabilitation projects including complex mechanical and structural design drawings, electrical design schematics, and programmable controlled ladder logic diagrams; reviews plans and specifications for accuracy, constructability, compatibility, errors and omissions.
- Provides cost estimates of design changes forced by construction; reviews contractors’ cost proposals prior to approval; researches and provides time and material breakdown costs per industry standards.
- Coordinates construction isolation requirements and scheduled shutdowns with other departments; advises supervisor, project manager, and other departments and divisions of construction impacts on plant maintenance and the waste treatment process.
- Serves as lead inspector; plans, trains, and reviews the work of assigned employees in their areas of work including construction and inspection methods, procedures, and techniques; supervises the use, care, and operation of inspection and testing equipment including electrical test equipment and concrete sampling equipment; performs quality assurance activities, verifying the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Provides input to project manager on matters regarding complex change orders, pay estimates and submittals; after consulting with project manager, plans and formulates complex field change orders and supplemental instructions.
- Assists in the maintenance of accurate contract drawings; verifies contractor as-built drawings are correct; assists Project Manager on field change orders, plan clarifications, and plan changes; submits final drawings to construction project manager for the preparation of record drawings; accurately monitors and documents time and material change orders as required.
- Prepares and maintains 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, punch lists and individual project logs; assists project manager in preparing monthly progress reports; controls and monitors the use of third party inspection for accuracy of work and payment.
- Attends construction meetings; works 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.
- Assists with the commissioning planning; and coordinates the start-up and functional testing of new and existing systems.
- Performs special projects; researches, formulates and writes reports; researches existing inspection budgetary requirements for development of new budget; researches existing construction management reporting methods and participates in the development of new forms to increase efficiency; administers professional service contracts; and develops and administers tracking methodologies.
- Assists in the review, recommendation and implementation of policies and procedures.
- Attends Factory Demonstration Tests of equipment to ensure compliance with plans, specifications, approved submittals and good workmanship.
- Reviews submittals for compliance with plans and specifications.
- Performs related duties as assigned.
QUALIFICATIONS

Knowledge of:
➢ Operations, services, and activities of a wastewater construction, maintenance, and inspection program.
➢ Advanced methods and techniques used in mechanical, electrical, HVAC, civil, and structural construction installations.
➢ Principles, practices, terminology, and procedures of modern construction installations.
➢ Equipment, tools, and apparatus used in construction.
➢ Methods and techniques of construction materials and soil testing.
➢ Operational characteristics of a variety of specialized construction inspection and test equipment, tools, and apparatus.
➢ Principles and practices of engineering as applied to construction inspection.
➢ Mathematic principles and calculations.
➢ Occupational hazards, standard safety practices, and OSHA regulations and standards.
➢ Methods and techniques of developing, reviewing, and implementing traffic control plans.
➢ Methods and techniques of conducting safety audits and incident/accident investigations.
➢ Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
➢ Principles of lead supervision and training.
➢ Corrosion principles, substrate preparation, application and testing of coatings and linings.
➢ Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
➢ 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.
➢ Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:
➢ Conduct highly complex construction inspections.
➢ Independently perform the most difficult inspections and advise staff in area of specialty.
➢ Lead, organize, and review the work of staff.
➢ Apply technical knowledge and follow proper inspection techniques.
➢ Ensure construction is in compliance with established regulations and standards.
➢ 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 and safety 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, blueprints, and P&ID drawings.
➢ Read, analyze, interpret, and update complex contract and construction drawings related to assigned area of expertise.
➢ 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.
➢ Test and calibrate equipment.
➢ Utilize a computer, relevant software applications and/or other equipment.
➢ Operate air monitoring devices, don SCBA equipment and enter confined spaces.
➢ Make sound, independent decisions within established policy and procedural guidelines.
➢ Work extended hours, including nights, weekend and holidays when necessary.
➢ Work independently in the absence of supervision.
➢ Adhere to and ensure compliance with safe work practices and procedures in the workplace.
➢ 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 a motor vehicle and travel to District sites, projects and/or meetings.
➢ Effectively 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 G.E.D., supplemented by specialized training or coursework in engineering technology, construction inspection, or a related field; AND
2. Four (4) years of work experience performing construction inspection work at a level comparable to a Construction Inspector with the District.

**Licenses and/or Certifications:**
➢ Valid California Class C Driver’s License.

**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 using standard office equipment, including a computer and to inspect District construction sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; ability to travel to various District sites, projects and/or meetings; 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.