

Oro Loma Sanitary District  
2655 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **CONSTRUCTION INSPECTOR**

### **DEFINITION**

Under general direction of the District Engineer, makes field inspections of a variety of construction projects including pipelines, pumping stations, laterals, treatment facilities, and capital improvement projects to ensure conformance with approved plans, specifications and District regulations; acts as project manager in assigned projects.

### **SUPERVISION EXERCISED**

None.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Inspect materials and workmanship for conformance to specifications and plans.
2. Interpret and enforce construction plans and specifications and prepare necessary information for progress reports.
3. Record amounts of materials used and work performed for progress payments.
4. Recommend progress payments during the construction period and final payment after the job is finished.
5. Identify location of various appurtenances on plans.
6. Take samples of materials for examination and coordinate analysis by laboratories.
7. Inspect all phases of construction of District development projects.
8. Inspect various structures such as sewer mains, lift stations, laterals, and other construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.
9. Draft written correspondence regarding projects, problems, etc.
10. Inspect adjacent properties for damage from construction activity; investigate resident complaints; confer with property owners regarding project schedule, hazards and inconvenience.
11. Help locate other utility structures ahead of work sites.
12. Prepare daily activity records and reports.
13. Schedule service interruptions with minimal interference and inconvenience to properties.
14. Inform manager about project status through oral and written communications.

15. Investigate and resolve liability claims.
16. Coordinate between contractors and plant staff for required plant shutdowns. Communicate status of construction activities to impacted District personnel.
17. Manage small projects to completion within scheduled deadlines.
18. Perform other related duties as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Applicable City, County, State and Federal laws, codes, ordinances and regulations regarding public construction projects.
- Typical defects and faults in construction.
- Methods, materials and techniques used in the construction of wastewater projects.
- Engineering design theory, principles and practices.
- Soil mechanics and geology; soil sampling and testing methods.
- Estimating procedures.
- Land and construction site survey methods.
- Construction definitions and terms used on construction plans and other related documents/materials.
- Engineering mechanics of construction.
- Basic elements of electrical power services and controls.
- Common tools, equipment, materials and methods used in the maintenance, cleaning and inspection of a wastewater collection system.
- Safe working practices pertinent to a wastewater collection system.

### **Skill to:**

- Operate a motor vehicle safely.
- Operate computer equipment.
- Perform computer data entry.
- Install and operate flow monitoring equipment.

### **Ability to:**

- Meet respiratory requirements and use respiratory equipment when necessary in

accordance with the District's Standard Procedure.

- Plan and direct the work of others.
- Read and interpret construction plans and specifications for both public and private construction plans.
- Perform mathematical calculations in determining compliance of construction plans and specifications.
- Maintain cooperative relationships with the general public, developers and contractors under difficult circumstances.
- Maintain technical records and prepare clear and concise reports.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Test soils, concrete and related materials samples.
- Deal firmly and tactfully with contractors, engineers and property owners.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious 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' increasingly responsible experience involving construction, construction planning, or construction inspection for a private contractor, municipal agency or engineering consultant involved in significant municipal engineering; and/or three years' increasingly responsible experience involving Collection System or Treatment Plant operations.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by coursework related to the job requirements.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license, and a motor vehicle record which meets the District's driving standards. Possession of an inspection certificate issued by a professional organization (e.g. Coating Inspector, Concrete Inspector, Soils Compaction Inspector).

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand on paved streets or inclines, sit, walk, squat, reach and twist; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Additionally, the employee is occasionally exposed to outside weather conditions, entry into confined spaces, electrical hazards, and mechanical hazards, use of ladders or platforms, and walking on uneven terrain, gravel, or mud. The noise level when working in the field is usually loud.

Effective Date: June 1997

Updated: March 2016

Updated: March 2022