

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2022

**POSITION TITLE:** **CONSTRUCTION INSPECTOR – SENIOR**

**GRADE LEVEL:** E37

**SUPERVISOR TITLE:** Construction Contracts Manager

**FLSA Status:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under general supervision, performs and supervises highly complex and specialized construction inspection-related projects and lower level staff

**CLASS CHARACTERISTICS**

This is the advanced journey level position in the Construction Inspector class series. Positions assigned to this level independently perform highly technical and specialized inspection duties at a level beyond that found at a journey level. They may also provide lead supervision to lower level staff including assigning work, providing technical assistance, training, assisting with division budgets, providing performance reviews, and serving as acting Construction Contracts Manager when needed in the completion of assigned duties. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

-  Inspect all work performed to ensure it meets RCWD plans and specifications, which includes water and sewer pipelines, structural and mechanical, earthwork, painting and coatings, fencing, landscaping, asphalt, and concrete
-  Complete daily reports noting the progress of the work, the work force used, the equipment used, the weather conditions, and any problems of the day
-  Direct all testing required by RCWD specifications, including compaction, hydro-static, air test, steel-coupons, welding, asphalt, and concrete

- ✎ Conduct monthly meetings with contractor to agree on progress and quantities for monthly payment report
- ✎ Keep up-to-date as-built drawings showing all approved changes, valve ties, weld joint locations, and rock excavations
- ✎ Ensure that all work is performed in a safe manner, as required by the State, County, and RCWD Safety, Health and Environmental policies
- ✎ Coordinate permits, compaction results and material submittals as required
- ✎ Train lower level staff and provide technical assistance as required; recommend work methods and procedures
- ✎ Supervise lower level staff and may assign work projects and provide performance review comments
- ✎ Assist in the preparation, tracking, and use of the division budget
- ✎ Complete contractor progress and retention payments
- ✎ Serve as acting Construction Contracts Manager as directed
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Water distribution and collection system design
- ✎ Basic accounting principles
- ✎ Principles of public works construction
- ✎ District construction and safety standards and specifications
- ✎ Principles and practices of sound safety management
- ✎ Applicable laws, codes and regulations
- ✎ Public contract law
- ✎ RCWD design and construction standards

### **Ability to:**

- ✎ Supervise and participate in a full range of construction inspection services
- ✎ Coordinate construction activities
- ✎ Identify problems and provide solutions
- ✎ Read and interpret plans and specifications
- ✎ Provide technical assistance, training, and supervision to lower level staff
- ✎ To comply and enforce the District's Safety, Health and Environmental policies
- ✎ Interpret and apply laws, codes, regulations, policies and procedures
- ✎ Effectively use Microsoft Excel, Word, and Outlook





## **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) or more years of public utility construction experience with 3 or more years as a foreman or supervisor and a degree in related field or a combination of ten (10) years as a public works construction inspector and public utility construction experience with at least two (2) years serving as a Construction Inspector II with the District.












**Training:** Equivalent to the completion of the 12<sup>th</sup> grade with specialized training in construction inspection

### **Licenses and Certificates:**












-  Grade D2 Water Distribution Certificate – SWRCB, required
-  California Class C Driver's License, required
-  NACE level 1, required
-  CIPP Inspector certification, required

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

-  Operates a District vehicle to travel between job sites and remote facilities
-  Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
-  Stoop, kneel, crouch, crawl and climb during regular duties
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Use office equipment such as computers, copier, and fax machines
-  Regularly uses a telephone or radio for communication
-  Stand and walk for extended periods
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges including color vision with or without correction.
-  Medical clearance to wear respiratory protective equipment
-  Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

-  50%-100% of work time spent outside a building exposed to the sun
-  Inclement weather
-  Hot and cold temperatures
-  Hazardous materials
-  Electrical hazards
-  Heights
-  Confined spaces
-  Potentially dangerous tools and equipment
-  Traffic hazards
-  Trenching and excavations
-  Wildlife

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date