

Sacramento Suburban Water District Classification Specification

Job Class: Senior Inspector

FLSA Status: Non Exempt

Effective Date: May 20, 2019

Definition

Performs technical duties related to conducting and overseeing construction management services and inspections on all District and developer projects.

Distinguishing Characteristics

This is the journey level classification, fully competent to independently perform a variety of technical duties related to the inspection of District and developer projects. Incumbents are expected to be familiar with a diverse set of procedures and situations. Employees at this level receive only occasional instruction, assistance, or direction as new or unusual situations arise and are fully aware of the District's operating procedures and policies.

Supervision Responsibilities

Responsibilities may include direct supervision of temporary staff or interns.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Performs construction inspection of wells, transmission, and distribution pipelines and appurtenances.
- Ensures project compliance with plans, standards, and specifications.
- Assists with contract administration; assists with review of change orders and monthly reports, and provides recommendations for scope of work changes.
- Schedules and attends pre-construction meetings and monitors site conditions prior to start of construction.
- Attends various meetings as directed.
- Maintains records and daily reports (inspection, materials testing, change orders, etc.)
- Investigates customer complaints.
- Assists in identifying areas for future main and pipeline replacement projects.
- Assists in obtaining project information needed for mapping.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers, other District employees, and the public using principles of good customer service.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge Of:

- General construction standards, techniques, and public contracts.
- Methods and practices used in construction of water mains and pipelines.
- Familiarity of fittings and appurtenances used in water utility construction and applicability to installation.
- Water quality operations and cross-connection control programs.
- Policies, procedures, rules, regulations, and codes applicable to District maintenance, operations, and construction functions.
- Basic industry terms.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Techniques and procedures for utility inspection.
- Project management scheduling, tracking, and sequencing.
- Principles and practices of work safety.

Ability To:

- Inspect, plan, organize, manage, and administer construction projects.
- Effectively monitor, document, and communicate with stakeholders for simultaneous work at multiple construction sites.
- Perform comprehensive administrative reviews of construction work activities.
- Operate motor vehicles.
- Maintain accurate records and prepare reports.
- Effectively represent the District on construction projects with the public, contractors, and other organizations.
- Communicate effectively both orally and in writing to diverse groups that includes customers, engineers, contractors, agency inspection and permitting staff, and private developers.
- Respond to emergency and problem circumstances in a calm, organized, and effective manner, dealing as necessary with conflict, to arrive at an effective course of action.
- Operate a computer for word processing, database, and department specific software.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Education:

Experience:

Four (4) years of experience as a journey-level Construction Inspector that includes the inspection of public works water facilities at a level equivalent to Inspector II.

Or

Four (4) years of increasingly responsible experience in water treatment/distribution facility maintenance and operations work.

Education:

High school diploma or equivalent.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and maintenance of a:
 1. State of California Water Distribution Operator Certificate Grade D2.
 2. State of California Water Treatment Operator Certificate Grade T1.

Working Conditions and Physical Demands


The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels frequently by vehicle in conducting District business.
- Communicates frequently with District management, coworkers, and the public in one-to-one, and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses office equipment such as computers, copiers, and fax machines.
- Ability to stand and walk for extended time periods and on uneven terrain.
- Frequently works in an outdoor environment in all weather conditions with exposure to dust, dirt, water, noise, and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 5/20/19

By: 
Dan York
General Manager