



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: March 2005**

**CONSTRUCTION INSPECTOR I/II  
RESIDENT CONSTRUCTION INSPECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To perform field construction inspection duties in support of the District's flood control, water storage, and distribution facilities construction projects; to monitor the work of outside contractors and ensure compliance with the District's construction contract specifications and standards; to prepare a variety of reports and documentation; and to perform a variety of technical duties relative to the assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS**

**Construction Inspector I**

This is the entry level in the Construction Inspector series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

**Construction Inspector II**

This is the experienced level within the Construction Inspector series. This class recognizes positions that require limited time on the job before an incumbent is capable of functioning with minimal supervision. Positions at this level are initially expected to

perform under immediate supervision, progressing to general supervision as knowledge of operating procedures is gained. Positions in this class are flexibly staffed and are normally filled by advancement from the "I" level, or, when filled by the outside, have prior experience. Advancement to the Resident Construction Inspector classification is dependent on organizational need for advanced level skills, as determined by higher level supervisory and management staff, and by demonstrating proficiency through passing a District test designed to measure advanced level skills specific to assigned area.

### **Resident Construction Inspector**

This is the journey level class within the Construction Inspector series. Employees at this level are distinguished from other levels within this classification by the performance of the full range of duties as assigned. Employees 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. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Advancement to this level is dependent on organizational need for advanced level skills, as determined by higher level supervisory and management staff, and by demonstrating proficiency through passing a District test designed to measure advanced level skills specific to assigned area.

## **SUPERVISION RECEIVED AND EXERCISED**

### **Construction Inspector I**

Receives immediate supervision from assigned supervisory or management personnel.

### **Construction Inspector II**

Receives general supervision from assigned supervisory or management personnel.

### **Resident Construction Inspector**

Receives direction from assigned supervisory or management personnel.

## **ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Perform field construction inspection duties in support of the District's flood control, water storage, and distribution facilities construction projects; monitor the work of outside

- contractors and ensure compliance with the District's construction contract specifications and standards; document construction project status through daily diary entries and field memoranda; take photographs as needed.
2. Review and interpret plans and specifications; note errors and deviations from these standards; consult with project engineer as required; ensure contractor compliance with plans and specifications for construction materials, methods, equipment, and workmanship; ensure prevailing wage laws are enforced.
  3. Confer with contractors' representatives and project engineers regarding materials or methods which deviate from specifications and drawings; ensure that appropriate action is taken.
  4. Monitor work site safety programs to ensure compliance with District requirements; attend various training classes for confined space, HAZWOPER (Hazardous Waste Operations), hazardous materials, and other occupational health and safety programs.
  5. Inspect and take samples of fluids, sand, aggregate, soils, concrete, and other materials for field or laboratory testing to ensure compliance with project specifications and standards.
  6. Prepare project documentation on construction and inspection activities; evaluate and prepare documentation for change orders and contract claims; maintain accurate daily and weekly inspection records and work in progress.
  7. Prepare a variety of reports and correspondence including field memos, notes, letters to contractors and other project participants; submit to appropriate management staff.
  8. Act as District liaison with contractors, utility companies, government agencies, and organizations constructing facilities adjacent to District properties or facilities.
  9. Attend preconstruction meetings; respond to questions for construction project information.
  10. Perform related duties and responsibilities as assigned.

## **QUALIFICATIONS**

### **Construction Inspector I**

*Knowledge of:*

Principles and practices of construction inspection.  
Work place safety requirements.

Operational characteristics of a variety of specialized construction inspection equipment, tools, and apparatus.

Methods and techniques of construction code enforcement.

Methods and techniques of mechanical installation including process piping, pumps, valves, and other appurtenances.

Methods and techniques of electrical installation including circuitry, lighting, and related controls.

Confined space regulations and procedures as they pertain to construction projects and District facilities.

Hazardous material regulations and procedures as they pertain to construction projects and District facilities.

Methods, materials, equipment, and techniques used in the construction of flood control and water storage and distribution facilities.

Construction contract administration principles and practices.

Modern office procedures and equipment including computers and related word processing and spreadsheet software.

Pertinent federal, state, and local laws, codes, and ordinances.

*Ability to:*

Read and interpret plans, specifications, maps, drawings, contracts, and work orders.

Inspect flood control and water supply projects for conformance with plans and specifications and for progress payment authorization.

Recognize confined space safety issues and ensure compliance with pertinent safety plans and regulations.

Recognize hazardous materials safety issues and ensure compliance with pertinent safety plans and regulations.

Prepare clear and concise technical reports.

Maintain and update various files.

Use sound independent judgment within established guidelines.

Read, interpret, and apply laws, ordinances, and technical written materials.

Establish and maintain effective working relationships with those contacted in the course of work.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

*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

No experience is required.

Training

Equivalent to completion of the twelfth grade supplemented by college level courses in engineering or a related field.

### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

## **Construction Inspector II**

In addition to the qualifications for Construction Inspector I:

*Knowledge of:*

Advanced methods and techniques of mechanical installation including process piping, pumps, valves, and other appurtenances.

Advanced methods and techniques of electrical installation including circuitry, lighting, and related controls.

Construction contract administration principles and practices.

*Ability to:*

Perform advanced inspections of flood control and water supply projects for conformance with plans and specifications and for progress payment authorization.

*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

Two years of responsible construction inspection experience.

Training

Equivalent to completion of the twelfth grade supplemented by college level courses in engineering or a related field.

### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

### **Resident Construction Inspector**

In addition to the qualifications for Construction Inspector II:

#### *Knowledge of:*

Advanced construction contract administration principles and practices.  
Advanced report writing and research techniques.

#### *Ability to:*

Work independently in the absence of supervision.  
Prepare a variety of complex statistical reports and documentation.

#### *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

Four years of increasingly responsible construction inspection experience.

#### Training

Equivalent to completion of the twelfth grade supplemented by college level courses in engineering or a related field.

### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

Must be able to obtain appropriate hazardous materials and confined space certification.

## **WORKING CONDITIONS**

### **Environmental Conditions**

Field environments with occasional office work; travel from site to site; exposure to computer screens; work with or around water; exposure to noise, dirt, dust, and other conditions associated with construction sites; slippery/uneven work surfaces.

### **Physical Conditions**

Essential functions may require maintaining physical condition necessary for sitting, walking, and standing for extended periods of time; light lifting and carrying; some crawling, climbing, and kneeling.