



## POSITION DESCRIPTION

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**TITLE: INSPECTOR**

**REPORTS TO:** Inspection Supervisor

**GRADE:** 5

**FLSA:** Non-Exempt

**CONFIDENTIAL:** No

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None

**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position. A State of California Water Distribution Operator D1 certification is required by law for this position.

**EDUCATION:** High School diploma or equivalent; State of California Water Distribution Operator D3 certification; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications are required. A Water Technology Certification is preferred.

**EXPERIENCE:** Five years of progressive experience to include: understanding of the operation and maintenance of a water distribution system such as installing and repairing water mains, valves, pumps, fire hydrants, meters, pressure reducing stations, cathodic protection, and other water distribution/transmission facilities; familiar with the use of concrete and asphalt; thorough knowledge of water quality issues, all applicable California and Federal rules and regulations; ability to effectively utilize personal computers and peripherals; knowledge, skills, and ability to correctly interpret construction survey stakes, read blueprints and interpret engineering drawings; ability to work independently with a clear understanding of goals and objectives; ability to organize and manage competing priorities. In addition, understanding of the operation and maintenance of a sewer collection system is preferred.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive specific project tasks and review results and accomplishments; Line Locator/Inspector to provide required assistance; Operations personnel to conduct internal work assignments; all other District personnel as necessary.

**EXTERNAL:** Interaction with contractors, developers representatives, general public and others during the course of inspection to obtain water facilities which meet the District's requirements for acceptance into the District's system; emergency service personnel as necessary.

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### PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; ability to effectively utilize a personal computer and peripherals; good hearing, eyesight and speech capabilities; excellent verbal and written

communication skills.

***This position requires the ability to work extended hours and weekends.***

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### **ENVIRONMENTAL CONDITIONS**

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. When working indoors, work is performed in an office environment with lighting and ventilation. Appropriate personal safety equipment is provided.

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### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

This at will position responsibilities include providing inspection services under the direct supervision of the Inspection Supervisor. An ability to communicate clearly with contractors and other construction personnel in a professional manner; assist in operating the department within budgetary guidelines; ability to assure successful inter-departmental relationships are required. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. An ability to perform successfully within a team environment; as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>75%</b>	<p>Inspects and determines that facilities constructed within the District are in compliance and conformance with the approved plans, specifications, rules, regulations, and performance standards of the District:</p> <ul style="list-style-type: none"><li>• Reads and evaluates blueprints to ensure compliance and conformance by the contractor.</li><li>• Investigates and resolves conflicts between plans and actual construction conditions.</li><li>• Makes detailed daily reports on each project under inspection noting: (1) all details of construction and; (2) approved changes to construction plans.</li><li>• Completes clear, concise reports as required, utilizing District software.</li><li>• Performs testing of all facilities under inspection to verify and document performance standards and prepares documentation of such testing.</li><li>• Inspects the disinfection of new facilities.</li><li>• Arranges for and documents soil compaction testing in conjunction with the District's or developer's geo-technical consultant.</li><li>• Reports any violations of safety and health requirements.</li><li>• Reviews and comments on project plans prior to submission to the Engineering Manager or consulting engineer.</li><li>• Prepares certification of work performed to date to support contractor progress payments on District constructed projects.</li></ul>
<b>10%</b>	<p>Participates in District programs by:</p> <ul style="list-style-type: none"><li>• Supporting and recommending policy changes regarding operations and procedures.</li><li>• Professionally representing the District.</li></ul>

- Responding to emergency situations and personnel problems using sound judgement.
- Assisting in the effective usage of District resources, including labor resources.
- Assisting with the implementation of the department's record retention requirements for data management.

**5%** Prepares interim and final analysis reports on a routine basis for review by the Inspection Supervisor.

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%** Performs all related duties as assigned.