



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Construction Inspector II
Department: Engineering
Division: Technical Services
Supervised By: Technical Services Manager
FLSA Status: Non-Exempt
Revision Date: January 2021

JOB SUMMARY

To perform work in testing and technical inspection of the construction, alteration, maintenance and repair of water and sewer projects, to perform plan review and related inspections of new public works, private and commercial projects, including, but not limited to sewer and water mains and services, and to ensure that construction is in compliance with the approved plans and specifications and applicable regulations and ordinances; to administer the District's Fats, Oils and Grease (FOG) reduction program; and to review and coordinate Development Agreement Projects in conjunction with the Technical Services Manager.

DISTINGUISHING CHARACTERISTICS

The Construction Inspector II is the journey level classification in the Construction Inspector series. This is a responsible position with emphasis on technical expertise, critical thinking and independent judgment and decision-making. The Construction Inspector II classification is distinguished from the Construction Inspector I by the ability to perform the full range of duties assigned, with only occasional instruction or assistance as unusual or unique situations arise, and by possession of higher-level certifications. Progression into the Construction Inspector II level job class is based on the employee's attainment of the qualification standards of the II level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the II level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technical Services Manager.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Review commercial property construction plans, evaluate connection fees and rate adjustments, and inspect properties for billing and ordinance conformance.
- Act as liaison with outside agencies regarding sewer and water construction work, including preparation of appropriate correspondence.
- Update and maintain water and sewer records and reports.

- Conduct research, compile data and prepare associated routine and special reports.
- Recommend, when necessary, alteration of plans, specifications and details to meet field conditions.
- Maintain rigid enforcement of correct and proper installation of facilities.
- Inspect construction methods and materials for new sewer and water mains, extensions, laterals and house service connections to ensure compliance with plans and specifications.
- Test or witness tests of water mains, sewer mains, sewer manholes, fire hydrants, and related appurtenances to ensure compliance with District standards.
- Perform technical plan checks of proposed service installation, removal and relocation.
- Maintain District records as part of the District's Fats, Oils and Grease (FOG) program, including scheduling inspections and tracking the status of Food Service Establishments (FSE), as assigned.
- Perform plan reviews and determine appropriate grease reduction methods for each FSE; inspect installation of grease removal devices; work with customers to ensure compliance with County and District regulations, as assigned.
- Respond to inquiries from District staff, developers, contractors, architects and the general public regarding District regulations related to the construction, alteration and maintenance of water and sewer lines and appurtenances.
- Make field measurements, calculations and sketches.
- Research right-of-way and easements based on legal descriptions.
- Review plans and submittals, prepare documents, inspect and document work related to Development Agreement projects, with assistance from the Technical Services Manager.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform inspections, determine the degree of hazard and recommend backflow prevention, under the direction of the District's Cross-Connection Control Specialist; work with customers to ensure compliance with State and District regulations, as assigned.
- Review residential property construction plans, evaluate connection fees and rate adjustments, and inspect properties for billing and ordinance conformance.
- Meet with the public and explain District requirements and programs.
- Act as liaison with public agencies and contractors regarding conformance.
- Perform inspections related to water conservation and educate customers.
- Inspect construction of sewer and water capital improvement project appurtenances such as pumps, pump station piping, tank construction and manholes.
- Prepare progress estimates and maintain complete records and field sketches of projects.
- Aid in the design of plans, specifications and details, and assist with preparation of cost estimates, for District capital projects.
- Maintain "record drawing" information on projects and tie facilities to existing permanent objects.
- Issue correction notices or approvals as required.
- May train personnel.
- Assist District staff in understanding District requirements and programs.
- Interpret and apply safety rules and regulations to work assignments.

- Inspect and test District maintained backflow prevention devices.
- Assist in department activities as directed by the Technical Services Manager.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, tools, materials and equipment utilized in the installation and testing of water and sewer mains and services.
- Principles, practices, techniques and terminology of inspection and civil engineering.
- District policies, procedures, ordinances and operations.
- County and State building and plumbing codes.
- Principles and theory of design of water and sewer service lines and connections.
- Methods and equipment related to underground construction.
- State and District regulations and ordinances related to cross-connection control.
- Standard and accepted principles of design and operation of water sources, transmission and distribution systems; and wastewater collection and treatment systems.
- Bidding procedures and unit bid pricing.
- Principles and practices of negotiation, conflict management and dispute resolution.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Determine quality, materials and workmanship through inspection, and to determine compliance with specifications.
- Understand engineering specifications and plans, inspect work in progress and perform final inspection.
- On a continuous basis, analyze operations of construction projects in the field; identify underground service alert; interpret maps and reports; know how to perform underground work and other construction; and observe safety precautions.
- Intermittently walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; use telephone; write or use a keyboard to communicate through written means, and occasionally lift or carry weight of 75 pounds or less.
- Analyze and interpret data.
- Write and prepare clean and concise field reports
- Communicate effectively with contractors while maintaining rigid enforcement of District standards.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.

- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's degree from an accredited college or university in engineering, environmental sciences, or a related field.

Experience: Two (2) years of progressively responsible experience performing functions comparable to that of a Construction Inspector I with the District.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Certification as an American Water Works Association (AWWA) Backflow Prevention Assembly General Tester, or ability to obtain within 18 months of appointment.
- Certification as an American Water Works Association (AWWA) Cross-Connection Control Specialist, or ability to obtain within 18 months of appointment.
- Certification as an American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 1, or ability to obtain within 18 months of appointment.
- Possession of a valid D2 Water Distribution Operator Certificate issued by the California State Department of Public Health, or ability to obtain within 18 months of appointment.
- Possession of a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association, or ability to obtain within 18 months of appointment.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Position may occasionally require working beyond normal business hours, as needed to witness various inspections and/or meet with certain customers, business owners, contractors, etc.

Work may be performed in confined spaces, or at heights above or below the ground.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Rarely
Crouching	Occasionally
Kneeling	Occasionally
Pushing (40 lbs.)	Occasionally
Pulling (60 lbs.)	Occasionally
Stooping	Frequently
Working at heights 30 feet above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	

Pulling	Frequently
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
3-Ring binder/files	Frequently
Manipulating maps	Occasionally
Writing in clipboard	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Frequently
Rotation	Frequently

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
APN files	7 ½ feet
Water and sewer facilities	Below ground level

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Frequently
Interpreting	Continuously
Knowing	Continuously
Observing	Frequently
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Frequently

APPROVED BY: Sean Barclay, General Manager on January 5, 2021