

**ORO LOMA SANITARY DISTRICT
2655 GRANT AVENUE
SAN LORENZO, CA 94580
(510) 276-4700**

CONSTRUCTION INSPECTOR I/II

DEFINITION

Under general direction of the District Engineer, the Construction Inspector I/II inspects a variety of construction projects including pipelines, pumping stations, laterals, treatment facilities, and capital improvement projects to ensure conformance with approved plans, specifications and District regulations; conducts routine inspections of residential, industrial, and commercial pretreatment facilities; acts as project manager in assigned projects; the Construction Inspector II additionally manages the inspection calendar for all inspectors; trains and coordinates all training for the Construction Inspector I.

SUPERVISION EXERCISED

None.

IMPORTANT AND ESSENTIAL DUTIES

Construction Inspector I/II

1. Inspect the pretreatment facilities and processes of industrial and commercial establishments to ensure compliance with the District's Wastewater Discharge Ordinance and Discharge Permits.
2. Collect samples of wastewater from various sources, including industrial, commercial, institutional, and residential areas.
3. Inspect materials and workmanship for conformance to specifications and plans.
4. Interpret and enforce construction plans and specifications and prepare necessary information for progress reports.
5. Record amounts of materials used and work performed for progress payments.
6. Recommend making progress payments during the construction period and final payment upon completion of the job.
7. Identify the location of various appurtenances on the plans.
8. Collect samples of materials for examination and coordinate their analysis with laboratories.
9. Inspect all phases of the construction of District development projects.
10. Inspect various structures, such as sewer mains, lift stations, laterals, and other construction, and verify the conformance of lines, grades, sizes, elevations, and locations with specifications and regulations.

11. Draft written correspondence regarding projects, problems, and other matters.
12. Inspect adjacent properties for damage, project schedule hazards, and any resulting inconveniences; and investigate resident complaints.
13. Help locate other utility structures ahead of work sites.
14. Prepare daily activity records and reports.
15. Schedule service interruptions with minimal interference and inconvenience to properties.
16. Inform the manager about the project status through oral and written communications.
17. Investigate and resolve liability claims.
18. Coordinate with contractors and plant staff to ensure required plant shutdowns are executed. Communicate the status of construction activities to impacted District personnel.
19. Manage small projects to completion within scheduled deadlines.
20. Perform other duties as assigned.

Construction Inspector II

In addition to the duties listed above:

1. Manage the inspection calendar and schedule inspections as necessary to support the Industrial Waste program, construction projects, the Lateral Inspection Program, lateral repairs, and any other assigned inspections.
2. Manage the training of staff in the Construction Inspector I position. This includes all training required to perform the duties of a Construction Inspector successfully.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Construction Inspector I/II

Knowledge of:

- Applicable laws, codes, ordinances, and regulations of the City, County, State, and Federal governments regarding public construction projects.
- Typical defects and faults in construction.
- Methods, materials, and techniques used in the construction of wastewater projects.
- Engineering design theory, principles, and practices.

- Soil mechanics and geology; soil sampling and testing methods.
- Estimating procedures.
- Land and construction site survey methods.
- Construction definitions and terms used in construction plans and other related documents and materials.
- Engineering mechanics of construction.
- Basic elements of electrical power services and controls.
- Common tools, equipment, materials, and methods used in the maintenance, cleaning, and inspection of a wastewater collection system.
- Safe working practices relevant to wastewater collection systems and treatment plants, as well as construction in and around these systems.

Ability to:

- Meet respiratory requirements and use respiratory equipment, when necessary, in accordance with the District's Standard Procedure.
- Plan and direct the work of others.
- Read and interpret construction plans and specifications for both public and private construction projects.
- Perform mathematical calculations to determine compliance with construction plans and specifications.
- Maintain cooperative relationships with the general public, developers, and contractors under difficult circumstances.
- Maintain technical records and prepare clear and concise reports.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Test soils, concrete, and related materials samples.
- Deal firmly and tactfully with contractors, engineers, and property owners.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate a motor vehicle safely.

- Operate computer equipment.
- Perform computer data entry.

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:

Construction Inspector I

Three years of increasingly responsible experience involving construction, construction planning, or construction inspection for a private contractor, municipal agency, or engineering consultant involved in significant municipal engineering; and/or three years of increasingly responsible experience involving Collection System or Treatment Plant operations.

Constructor Inspector II

Seven years of increasingly responsible experience in construction, construction planning, or construction inspection for a private contractor, municipal agency, or engineering consultant involved in significant municipal engineering projects; and/or seven years of increasingly responsible experience in Collection System or Treatment Plant operations.

Education / Training:

Construction Inspector I/II

Equivalent to the completion of the twelfth grade, supplemented by coursework related to job requirements.

License or Certificate:

Construction Inspector I/II

Possession of, or ability to obtain, a valid California driver's license, and a motor vehicle record which meets the District's driving standards. Possession of an inspection certificate issued by a professional organization (e.g., Coating Inspector, Concrete Inspector, Soils Compaction Inspector).

Construction Inspector II

In addition to the License or Certificate listed above, Possession of, or the ability to obtain, a Grade I level certificate in Collection System Maintenance within one year of appointment, issued by the California Water Environment Association (CWEA).

WORK ENVIRONMENT / PHYSICAL DEMANDS

Construction Inspector I/II

The physical demands and work environment described here are representative of those

an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand on paved streets or inclines, sit, walk, squat, reach and twist; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. Additionally, the employee is occasionally exposed to outside weather conditions, entry into confined spaces, electrical hazards, and mechanical hazards, as well as the use of ladders or platforms and walking on uneven terrain, gravel, or mud. The noise level when working in the field is usually loud.

Effective Date: July 1, 2025