

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Constructor Inspector I/II	Reports To:	Senior Engineer
Salary Range:	<a href="#">B04 / B24</a>	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	<a href="#">Field</a>
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i></p>			

### **Definition**

To perform field inspections of District constructed and contractor constructed projects ensuring plans, specifications, District standards and safety regulations are adhered to; to conduct engineering tests on a variety of construction materials; and to prepare and maintain a variety of documentation and records related to projects inspected.

### **Distinguishing Characteristics**

**Construction Inspector I:** This is the entry level class in the Construction Inspector series. Positions in this class typically have little or no directly related work experience. The Construction Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**Construction Inspector II:** This is the journey level class in the Construction Inspector series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

### **Supervision Received and Exercised**

#### **Construction Inspector I**

Receives immediate supervision from the Construction Inspection Supervisor.

#### **Construction Inspector II**

Receives general supervision from the Construction Inspection Supervisor.

### **Essential Functions Statements**

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

1. Inspect work performed by District personnel and outside contractors to ensure compliance with plans, specifications and District standards; perform technical tests on materials used for District projects to ensure quality.
2. Prepare and produce accurate records of daily progress of construction projects; verify daily extra work requests and verify periodic requests for payment in terms of materials supplied and work completed.
3. Conduct plan review to ensure completeness, accuracy and conformance to District development standards.

4. Participate in pre-construction meetings with engineers; work closely with project engineers to keep them abreast of project progress.
5. Work with Right-of-Way to ensure accurate staking and installation of culverts, bridges, and utility crossings; ensure encroachment permits are completed accurately.
6. Conduct various testing on District treated and raw water facilities to include excavations, streets, sidewalks, bridges, gutters, structural concrete and various other facilities.
7. Collect samples of materials for examination and analysis at the laboratory or in the field; review tests of construction materials such as asphalt, sand, gravel, concrete and aggregate base; ensure conformance with engineering specifications and District standards.
8. Coordinate encroachment permits with Right-of-Way staff and property owners; inspect encroachment installation and notify Right-of-Way staff when construction is completed; inspect existing encroachments that have been identified as needed repair or replacement; meet with property owners to discuss needs to ensure District standards are met.
9. Prepare as-built drawings for internal projects as needed and review as-built drawings of land developers and internal projects.
10. Request outages of raw water system for construction in or around District facilities.
11. Support Right-of-Way by performing general field duties, including but not limited to, providing forms and Standard Details, taking inquiries, and taking inventory of existing encroachments.
12. Observe work during progress and upon completion; confer with developers, contractors, and owners regarding project progress and deviations in materials and methods; ensure that safety procedures are adhered to; advise contractors of changes in plans and variances.
13. Witness the flushing and system sanitization of completed treated water systems, the collection of water samples for laboratory testing, and chlorine testing to ensure adequate chlorine levels are present in treated water systems upon completion of installation; conduct pressure testing on treated systems to check for leaks.
14. May be assigned to ensure the safe and accurate operation, transportation and storage of nuclear density gauge.
15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
16. Perform related duties as assigned.

## **Qualifications**

### **Construction Inspector I**

#### **Knowledge of:**

- Basic drafting and surveying practices and methods.
- Basic materials testing practices.
- Methods, materials, equipment and techniques used in the construction of water treatment and distribution systems.
- Basic right-of-way principles and practices
- Modern office equipment including use of applicable computer applications.

- Principles and practices of effective customer service.
- Basic public works inspection methods and techniques.
- Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
- Principles and practices of work safety and traffic control.
- Applicable Federal, State, and local laws, regulations, and codes governing construction methods.

Ability to:

- Perform construction inspections of District facilities, ensuring compliance with plans, specifications and District standards.
- Read and interpret plans, specifications, and District standards.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Learn to interpret and apply plans, specifications, laws, regulations, codes, ordinances, and policies governing the construction of District-related facilities or around District facilities.
- Enforce necessary regulations with firmness and tact.
- Make mathematical calculations rapidly and accurately.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment including a computer and applicable software.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Construction Inspector II

In addition to the qualifications for the Construction Inspector I:

Knowledge of:

- Principles and practices of testing materials.
- Applicable Federal, State, and local laws, regulations, codes, and District policies governing the construction of assigned projects.
- Proper inspection techniques to examine construction workmanship and materials for defects and faults.
- Materials, methods, regulations, and requirements related to the construction projects.

**Ability to:**

- Independently perform construction inspection duties pertaining to a wide variety of District projects.
- Interpret, explain and enforce District standards, rules, regulations, policies and procedures.
- Interpret, apply and enforce pertinent Federal, State and local laws, codes and regulations.
- Recognize safety issues.
- Prepare technical reports and correspondence and maintain and update project files.
- Keep records and prepare reports.

**Experience and Education Guidelines**

*Any combination of experience and education 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:** One year of construction inspection experience preferred.

**Construction Inspector II:** Two years of responsible experience similar to Construction Inspector I with the Nevada Irrigation District.

**Education:**

Equivalent to the completion of the twelfth grade supplemented by college coursework in algebra, trigonometry, geometry, drafting and surveying or a related field is desirable.

**License and Certificate:**

**Construction Inspector I:**

Possession of, or ability to obtain, a valid CA driver's license.

Ability to obtain an operator's certificate for nuclear density gauge.

**Construction Inspector II:**

Possession of, or ability to obtain, a valid CA driver's license.

Possession of an operator's certificate for nuclear density gauge.

**Working Conditions**

**Environmental Conditions:**

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; walk around job sites; kneel and bend while reviewing infrastructure; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

**Mental Conditions:**

Essential functions may require maintaining mental condition necessary to 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; observe safety precautions; handle conflict.