

Staff Report

TO: Board of Directors

FROM: Naomi Schmitt, Director of Human Resources
Doug Roderick, P.E. Director of Engineering

DATE: January 22, 2025

SUBJECT: New Job Description – Senior Construction Inspector

HUMAN RESOURCES

RECOMMENDATION:

Provide input on the attached job description for a Senior Construction Inspector.

BACKGROUND:

The District's Engineering Department relies heavily on the Construction Inspectors as this position acts as the District's construction representative, critical to ensure new facilities are being constructed to NID design standards so that they operate as designed. As the inspector's technical knowledge grows, they are assigned more difficult and larger capital improvement projects, in addition to reviewing and providing input on design drawings, District specifications and standards, and increased responsibilities which are part of the career path.

There is currently no senior construction inspector position that would reflect the advanced level of technical ability developed over time. This position would be an advanced journey level position in the Construction Inspection series and allow for continued employee growth.

The District currently has a Construction Inspection Supervisor position. Staff is recommending that the supervisor position be converted into the senior position. There is no need for the supervisory position as the inspectors report directly to the Director of Engineering and work independently on multiple projects and priorities. As such, staff is recommending that a Senior Construction Inspector job description be implemented to more clearly reflect the advanced technical duties required of the position.

The addition of this position will also give the District the ability to allow for internal growth.

The Senior Construction Inspector position will be designated in the Field Unit Employee Benefits and Compensation Plan.

If approved, this newly created position would be filled through internal recruitment process.

BUDGETARY IMPACT:

Staff does not anticipate a need to increase the already approved 2025 staffing budget for Engineering. There is a position that currently vacant that will be filled this year but not for the entire 2025 FY. This position would be included in the 2026 budget.

Attachments: (2)

- Attachment A: Senior Construction Inspector Job Description
- Attachment B: Construction Inspector Salaries

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Senior Construction Inspector	Reports To:	Director of Engineering
FLSA Status:	Non-exempt	Approved by Board of Directors:	xx/xx/2025
<i>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.</i>			

Definition

Acts in a lead capacity in the Construction Inspection group. Performs a variety of technical tasks to support the Engineering Department and acts as the District's construction representative on assigned projects. Perform field inspections of contractor constructed projects ensuring plans, specifications, District standards and safety regulations are adhered to; oversee engineering tests on a variety of construction materials; ensure materials meet District specifications; prepare and maintain a variety of documentation and records related to projects inspected. Plan, organize and supervise construction inspection activities within the Engineering Department; perform duties requiring specialized knowledge; and perform a variety of technical tasks relative to assigned areas of responsibility.

Distinguishing Characteristics

This is the advanced journey level in the Construction Inspection series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures and knowledgeable in their assigned areas of responsibility. Employees should be able to function independently and solve problems as needed to complete assignments.

Supervision Received and Exercised

Receives general supervision from the Director of Engineering.

Essential Function Statements

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

1. Act in a lead capacity within the Construction Inspection Unit; participate in the selection of staff; train staff in construction inspection methods, techniques and in the set up and use of equipment; ensure safety procedures are followed.
2. Participate in the development of District Standards and Specifications; participate in project development meetings and conduct plan reviews to ensure completeness, accuracy constructability and conformance to District development standards.
3. Work closely with project engineers to keep them abreast of project progress; recommend and assist project engineer/manager with contract change orders; coordinate change order implementation with contractor; participate in pre-construction meetings with engineers.

4. Act as the District's technical representative on construction projects to ensure the work progresses in a logical manner that minimizes disruption and disputes, and ensures that the District receives a quality product.
5. Inspect work performed and materials supplied by outside contractors to ensure compliance with plans, specifications and District standards.
6. 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.
7. Ensure adequate sampling of materials for examination or analysis at a laboratory or in the field; review tests of construction materials including asphalt, sand, gravel, concrete and aggregate base; coordinate and supervise compaction testing of pipeline backfill, earthwork and aggregate base; ensure adequate temperature, placement and compaction of asphalt paving.
8. Prepare as-built drawings for internal projects as needed and review as-built drawings of land developers and contractor constructed projects.
9. Request outages of treated and raw water facilities as needed for construction; coordinate with operations staff during outages.
10. Oversee 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 water systems to check for leaks.
11. Attend meetings as needed for resolution of infrastructure conflicts.
12. Answer questions and provide information to the public; investigate and resolve complaints as needed.
13. Build and maintain positive working relationships with co-workers, other District employees, the public and contractors/developers using principles of good customer service.
14. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for conducting construction inspection duties involving a wide variety of District projects; implement policies and procedures.
15. Plan, prioritize, assign, and review the work of staff involved in the inspection of District constructed and contracted construction projects.
16. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
17. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of construction inspection.
- Equipment, tools and materials used in construction inspection.

- Drafting and surveying principles and practices.
- Methods, materials, equipment and techniques used in the construction of water treatment and distribution facilities and related facilities.
- Basic right-of-way practices and principles.
- Materials testing principles and techniques.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct construction inspection operations/activities including confined spaces.
- Interpret and explain pertinent District and department policies and procedures.
- Collect, conduct and interpret testing of construction materials.
- Read and interpret plans and specifications and perform plan check review and comment.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.
- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations.

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:

Four years of increasingly responsible experience in the inspection of public works construction projects similar to Construction Inspector II.

Education:

High school diploma, technical school education, or equivalent required. College coursework in algebra, trigonometry, geometry, drafting and surveying or a related field is desirable. QSP, Material Testing and Water Distribution Operators training is also desirable.

License and Certificate:

Possession of a valid California driver's license.

Possession of a Water Distribution Operator Certification Grade 2 is desirable.

Working Conditions

Environmental Conditions:

Work is generally performed outdoors at active construction sites subject to typical construction noise; with exposure to traffic, heavy equipment, outdoor weather conditions including extreme heat, cold, wet and humid conditions. Some work is done in a temperature-controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions require maintaining physical condition necessary to work at active construction sites; go below ground with confined space permit; walk around job sites; kneel, bend and twist while reviewing infrastructure; climb in and out of trenches and various structures; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone, writing or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less. Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports.

Vision:

See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to focus.

Hearing:

Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions require maintaining mental condition necessary to know and understand all aspects of the job, and observe safety rules; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information and construction drawings; observe and problem solve operational and technical policy and procedures; interpret and explain construction drawings, laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

Attachment B

Construction Inspector Salaries

Current Salaries

	Schedule / Range	Step 6	
Construction Inspector I	WOB04	88,982.40	
Construction Inspector II	WOB24	98,342.40	10%
Senior Construction Inspector	WOB44	108,659.20	9%

		Hourly	Bi-Weekly	Monthly	Annual	Step Difference
Construction Inspector I	1	33.52	2,681.60	5,810.13	69,721.60	
	2	35.20	2,816.00	6,101.33	73,216.00	5%
	3	36.96	2,956.80	6,406.40	76,876.80	5%
	4	38.80	3,104.00	6,725.33	80,704.00	5%
	5	40.74	3,259.20	7,061.60	84,739.20	5%
	6	42.78	3,422.40	7,415.20	88,982.40	5%

Construction Inspector II	1	37.05	2,964.00	6,422.00	77,064.00	
	2	38.89	3,111.20	6,740.93	80,891.20	5%
	3	40.85	3,268.00	7,080.67	84,968.00	5%
	4	42.88	3,430.40	7,432.53	89,190.40	5%
	5	45.02	3,601.60	7,803.47	93,641.60	5%
	6	47.28	3,782.40	8,195.20	98,342.40	5%

Construction Inspector Supervisor	1	40.93	3,274.40	7,094.53	85,134.40	
CHANGE TO: Senior Construction Inspector	2	42.97	3,437.60	7,448.13	89,377.60	5%
	3	45.12	3,609.60	7,820.80	93,849.60	5%
	4	47.38	3,790.40	8,212.53	98,550.40	5%
	5	49.75	3,980.00	8,623.33	103,480.00	5%
	6	52.24	4,179.20	9,054.93	108,659.20	5%