

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Construction Inspection Supervisor	Reports To:	Senior Engineer
Salary Range:	B44	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	Supervisor
<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

To plan, organize, direct and supervise construction inspection activities and operations within the Engineering Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised

Receives general supervision from a Senior Engineer.

Exercises direct supervision over assigned technical personnel.

Essential Function Statements

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

1. 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.
2. Plan, prioritize, assign, supervise and review the work of staff involved in the inspection of District constructed and contracted construction projects.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Supervise and participate in the taking of samples of materials for examination or analysis at the laboratory or in the field; review tests of construction materials including asphalt, sand, gravel, concrete and aggregate base.
7. Train staff in construction inspection methods, techniques, and in the set up and use of equipment; ensure safety procedures are followed.
8. Work closely with project engineers to keep them abreast of project progress; verify request for payment in terms of materials supplied and work completed.

9. 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.
10. Prepare a variety of technical reports related to construction progress and inspection operations and activities.
11. 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.
12. Prepare as-built drawings for internal projects as needed and review as-built drawings of land developers and internal projects.
13. 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.
14. Serve as Radiation Officer; operate nuclear density gauge; ensure the safe and accurate operation, transportation and storage of nuclear density gauge.
15. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
16. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
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 supervision, training and performance evaluations.
- 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:

- 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.
- Supervise, train, motivate, coach and evaluate assigned staff.

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.

Responsibility to ensure that all personnel under your supervision are:

- 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. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

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:

Three years of increasingly responsible experience in the inspection of public works construction projects; including one year providing technical and functional supervision over assigned personnel.

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:

Possession of a valid California driver's license.

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

Possession of certification as a Nuclear Safety Officer.

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 at desk for long periods of time; intermittently twist to reach equipment surrounding desk; go below ground with confined space permit; 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; use telephone, writing or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

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