



Fair Oaks Water District Job Description

POSITION TITLE: Senior Inspector
DEPARTMENT: Operations
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Manager
DIRECTLY SUPERVISES: N/A
Job Description Date: January 1, 2009
Annual Salary Range: \$53,000 - \$65,000

GENERAL STATEMENT OF JOB:

Under general direction of the Operations Manager, performs plan checks and inspections of new and existing water system projects within the District. Ensures compliance with codes, ordinances and regulations and coordinates departmental activities with contractors and utility companies. Prepares Inspection reports and provides information to developers, engineers, property owners and contractors regarding District specifications and requirements.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Reviews and interprets construction plans and specifications; performs construction inspections; compares work in progress with plans to ensure compliance; maintains as-built conditions on record drawings and coordinates transfer of data to original drawings; identifies conflicts between design and actual field conditions; makes recommendations on change orders. Prepares inspection report describing results of each inspection.
2. Responsible for the Underground Service Alert (USA) program for the District.
3. Administers and facilitates District Contractor work and ensures contractor adherence to safety regulations.
4. Assists with the District Meter Implementation Program.
5. Coordinates and performs Fire Flow test with District Engineering Technician.
6. Acts as liaison between County and District. Meets with representatives of agencies, utilities, and contractors regarding pre-construction projects.
7. Assists District personnel in interpreting plans for construction projects, maintains a record of deficiencies and field modifications, and verifies that all corrections are made to construction drawings.

8. Maintains updates to all District construction projects. Compiles complete and accurate reports and records that may be required.
9. Knowledge of Basic principals used in the design of water systems.
10. Knowledge of Equipment, tools, materials and methods in water systems installation and repair
11. Knowledge of Cross connection control laws and how they apply to the waterworks industry
12. Knowledge of Safety laws, rules and regulations
13. Checks assigned vehicle on a daily basis to ensure safe and dependable operation. May perform minor repairs to vehicles and equipment.
14. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.
15. Performs "on call" duties during off-hours of operation as needed.
16. May work overtime as required with additional compensation.
17. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Five years of progressive water district maintenance, construction, repair and operations, experience and supervision
- Graduation from high school or equivalent
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- California Distribution Operator Grade II
- California Water Treatment Plant Operator Grade II
- Valid California Driver's License Class B or higher.

PHYSICAL REQUIREMENTS:

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, texture and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

ENVIRONMENTAL ADAPTABILITY:

- Work both indoors and outdoors, during all types of weather.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____