



Fair Oaks Water District Job Description

Construction Inspector

DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Superintendent
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: September 1, 2016
ANNUAL SALARY RANGE: \$60,000 - \$80,000
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job:

Under general direction of the Operations Superintendent, this position inspects the maintenance, repair, and construction of the District water system and facilities; performs administrative duties to ensure execution of developer initiated projects; drives and operates vehicles and equipment.

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. Performs inspections on installed water distribution facilities and appurtenances; prepares written daily inspection reports describing results of each inspection; performs and/or documents testing of new water system installations (e.g. water main pressure testing, water quality testing, backflow certification, etc.); coordinates shut-downs and tie-ins for new construction activity; submits progress report of work completed during month to supervisor.
2. Reviews and provides recommendations to the Operations Manager for field changes and change orders for new business jobs and capital improvement projects; maintains a log of field changes, change orders and communication with contractors.
3. Assists in administering new business and capital budget projects; assists in the review of preliminary designs for constructability; attends pre-construction meetings; monitors site conditions; ensures project compliance with plans, standards and specifications; advises supervisor when work does not meet plans and specifications; resolves conflicts between design and actual field conditions; meets with contractors and members of the public.
4. Maintains a variety of files and records in accordance with District policies and procedures; maintains as-built notes and conditions and coordinates transfer of data to original drawings; makes a job completion report and completes required paperwork for job closing.
5. Liaison with Sacramento County Construction Management Inspector related to County improvement projects or District pavement projects in the County right-of-way.
6. Assigns and coordinates surface restoration work with the District authorized paving contractor; maintains a list of required paving jobs; reviews completed paving jobs for compliance with the County issued encroachment permit and standard specifications; reviews submitted paving invoices and provides recommendations.

7. Assists in approving backflow prevention assembly installation and testing; provides authorization for service activation; communicates with District billing staff to ensure proper coordination of service activation and billing.
8. Assists in administering the cross-connection and backflow prevention program.
9. Drives a truck, forklift or other light equipment; may operate a dump truck or heavy equipment.
10. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
11. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.
12. Performs "on call" duties during off-hours of operation.
13. May work overtime with additional compensation.
14. Adheres to all policies, procedures and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.

Other Duties

1. Provides general administrative and staff support.
2. Assists in administering the cross-connection and backflow prevention program.
3. Assists in administering the underground service alert (USA) program; provides primary support to staff assigned to the USA request and locate process; locates and marks water services, valves and mains as required by Underground Service Alert; marks areas for proposed excavation projects.
4. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
5. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
6. May perform traffic control.

Job Standards/Specifications

Knowledge of:

- Knowledge of construction safety laws, rules and regulations.
- Knowledge of principles used in the design of water systems.
- Knowledge of water quality regulations and requirements.
- Knowledge of cross-connection control regulations and how they apply to the waterworks industry.
- Knowledge of general landscaping, irrigation techniques, methods and troubleshooting.
- Knowledge of DOT regulations for performing safety sensitive functions.
- Knowledge of contract administration.
- Working knowledge of Microsoft Office software applications.

Ability to:

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interpret designs, plans, and understand construction specifications.

Typical Physical Activities

- 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.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- 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.

- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Manual labor requiring use of manual and power tools.
- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery Surfaces: Occasional Work on unusually slippery surfaces.

Desired Qualifications:

- Minimum of four years' experience in general pipeline and related construction.
- Minimum of two years' experience working as a California Distribution Operator Grade II or higher.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications:

- California Certified Water Distribution Operator Grade II.
- California Certified Water Treatment Operator Grade II.
- California Certified Cross Connection Control Specialist or ability to obtain within one year of employment.
- California Certified Backflow Prevention Assembly Tester or ability to obtain within one year of employment.
- Graduation from high school or equivalent.
- Valid California Driver's License Commercial Class B.

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, and 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:

Operations Superintendent: Neil Tamagni

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
