



## Fair Oaks Water District Job Description

### Construction Inspector

DEPARTMENT: Operations and Maintenance  
FLSA STATUS: Non-Exempt  
DIRECTLY REPORTS TO: Operations Superintendent  
DIRECTLY SUPERVISES: N/A  
JOB DESCRIPTION DATE: January 1, 2026  
ANNUAL SALARY RANGE: \$76,190.40 - \$102,876.80  
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 Fair Oaks Water District (FOWD) 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 primary 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 shutdowns and tie-ins for new construction activity; submits progress report of work completed during the month to supervisor.
2. Reviews and provides recommendations to the Technical Services 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.
4. 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.
5. Maintains a variety of files and records in accordance with 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.
6. Works with the Sacramento County Construction Management Inspector related to County improvement projects or FOWD pavement projects in the County right-of-way.

7. Implements coordination of surface restoration work with the FOWD authorized paving contractor; ensures FOWD projects that require paving are performed to County standards in a timely manner; reviews submitted paving invoices and provides recommendations.
8. Assists in implementing FOWD safety programs.
9. Assists in approving backflow prevention assembly installation and testing; provides authorization for service activation; communicates with FOWD billing staff to ensure proper coordination of service activation and billing.
10. Assists in administering the cross-connection and backflow prevention program.
11. 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.
12. Assists in delivering and monitoring construction water meters and use.
13. Drives a truck, forklift, or other light equipment; may operate a dump truck or heavy equipment.
14. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
15. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.
16. Performs "on call" duties during off-hours of operation as needed.
17. Works overtime as required and approved with additional compensation.
18. 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. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
3. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
4. May perform traffic control.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Construction safety laws, rules, and regulations.
- Principles used in the design of water systems.
- Water quality regulations and requirements.
- Cross-connection control regulations and how they apply to the waterworks industry.
- General landscaping, irrigation techniques, methods, and troubleshooting.
- DOT regulations for performing safety sensitive functions.
- Contract administration.
- Microsoft Office software applications.

#### **Ability to:**

- Effectively communicate verbally, in writing and electronically.
- Interpret designs, plans, and understand construction specifications.

## **Typical Physical Activities**

- Travel regularly by vehicle.
- 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.
- 20/20 sight preferred or equivalent using corrective lenses, as necessary.
- Differentiate between and perceive color, sound, smell, taste, texture, and form.
- Operate a variety of automated office machines.

## **Environmental Factors**

- Work both indoors and outdoors, during all types of weather.
- 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 above 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 four years of experience in general pipeline and related construction.
- Minimum two years of 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 motor vehicle operators commercial class B license.

*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: \_\_\_\_\_

Operations Superintendent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: Tom R. Gray \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_