

INSPECTOR I

Definition:

Under direct supervision, performs a variety of duties involved in inspecting the workmanship and materials in the construction and/or repair of capital improvement projects, Agency facilities and infrastructure. Ensure compliance with approved plans, specifications, and local, state and federal, as well as Agency, regulations. Performs minor office and field work involving construction sketches, calculations and tests.

Distinguishing Characteristics:

This is the entry level class in the Inspector series. Initially under close supervision, the incumbents perform the more routine duties while learning Agency policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. Employees in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Inspector I class is distinguished from the Inspector II by the performance of less than the full range of duties assigned to the II level. Work outdoors on a continuous and year round basis, traversing uneven terrain, climbing ladders, stairs and other construction access points. Performs on a frequent basis: manual labor; standing for long periods of time; bending and squatting; lifting up to 50 pounds (occasional lifting of 75 pounds); grasping, holding and reaching; hearing and talking, in person and on the phone; co-worker interaction; exposure to loud noise; entry into confined spaces; exposure to chemicals, fumes and other environmental substances. Constant use of overall color and depth vision. Occasional working alone. Drives an Agency vehicle. Occasionally work in standard office environment, using standard office equipment, including a personal computer work.

Examples of Duties:

- inspects construction and repair of projects for conformance with Agency approved plans and specifications;
- prepares progress reports, as necessary;
- prepares and maintains daily inspection reports, claims and other written documentation and project records;
- performs pressure tests on completed systems;
- performs routine materials and field tests to assure material/workmanship quality;
- reviews construction drawings;
- checks manufactured products to assure conformance with Agency standards;
- coordinate work with other Agency departments and staff, developers, contractors, utilities and regulatory agencies;
- investigate issues and complaints from the public relating to Agency projects;

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- does mathematical calculation work;
- assists customers as necessary;
- performs related duties as required.

Qualifications:

Knowledge of:

- basic principles of algebra, geometry and trigonometry;
- modern office practices, methods and computer equipment;
- computer applications related to work;
- English usage, grammar, spelling, vocabulary and punctuation;
- techniques for providing a high level of customer services to the public and staff, in person, over the telephone and via email;
- principles and practices of work safety applied to construction areas and office spaces; traffic control;
- principles and procedures of record keeping;
- basic construction techniques and methods.

Ability to:

- effectively communicate verbally and in writing;
- read plans and specifications;
- make mathematical calculations;
- inspect construction to determine compliance with approved plans;
- establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of high school and one year experience in construction or related field.


License/Certificates:

Must possess and maintain a valid California driver's license with acceptable driving record.

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Assistant General Manager

Dated: _____, 2009

	Bargaining Unit		Water Systems
	FLSA Exempt		No
	Workers Comp Code		7520
	Class Code		60412
	Job Specification	Date	Range
	Established:	1/77	
	Revised:	1/8/09	35.5