

INSPECTOR IIDefinition:

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 water system facilities and infrastructure. Ensure compliance with approved plans, specifications and local, state and federal, as well as Agency, regulations. Perform office and field work involving drafting, surveying, calculating and related work as required. Requires independent judgment.

Distinguishing Characteristics:

This is the journey-level class in the Inspector series that independently performs a variety of complex duties assigned with only occasional instruction or assistance as unusual or unique situations arise. The Inspector II class is distinguished from the Inspector I by the relative independence with which they perform their duties and ability to perform the full range of duties. Positions in this class are flexibly staffed and are normally filled by advancement from the Inspector I or when filled from the outside, require prior applicable experience. 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. Work in standard office environment, using standard office equipment, including a personal computer and related software applications.

Examples of Duties:

- inspects construction and repair of projects for conformance with Agency approved plans and specifications;
- checks construction drawings for completeness and conformance to Agency standards;
- participates in processing of construction contract change orders;
- review and recommend approval of progress payments;
- prepares and writes reports;
- performs a variety of tests on completed systems;
- reviews basic design work;
- reviews construction drawings;
- researches manufactured products to establish conformance to Agency standards;

INSPECTOR II

- coordinates material availability with work progress;
- prepares estimates on material and labor costs of proposed projects;
- does mathematical calculation work;
- prepares and maintains daily inspection reports, claims and other written documentation and project records;
- performs routine materials and field tests to assure material/workmanship quality;
- 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;
- assists customers as necessary;
- performs related duties as required.

Qualifications:

Knowledge of:

- basic principles of mathematics including algebra, geometry, and trigonometry;
- materials, methods, principles and practices used in construction, including encroachment, grading, landscaping, traffic control, water quality, and public safety, as well as private development constructions projects;
- applicable federal, state, and local laws, codes, regulations and departmental policies governing the construction of assigned projects;
- technical principles and practices of engineering design, specifications and cost estimate preparation;
- materials sampling, testing, and estimating procedures;
- 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;
- proper inspection techniques to examine construction workmanship and materials for defects and faults;
- tools, surveying instruments, and equipment used in the construction of public works projects;
- mechanical equipment;
- technical report writing;
- construction techniques and methods;
- drafting and surveying techniques;

INSPECTOR II

- use of Global Positioning Systems (GPS) Equipment.

Ability to:

- read and interpret plans and specifications;
- make mathematical calculations with speed and accuracy;
- inspect construction projects to determine compliance with approved plans;
- interpret rules, laws and regulations and analyze situations accurately;
- maintains precise records;
- use drafting and surveying equipment;
- establish and maintain cooperative work relations with those contacted in the course of work;
- perform inspection of materials and work quality used in a variety of Agency projects;
- on a continuous basis, observe construction operations of projects in the field; identify underground service alert markings; interpret maps and reports; know how to perform underground work and other construction; and observe safety precautions;
- prepare and maintain records relating to projects;
- operate a personal computer and other electronic equipment, including field entry devices and cellular phones;
- communicate effectively both orally and in writing;
- 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 two years as an Inspector I or equivalent work experience.

License/Certificates:

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

INSPECTOR II

Dated: _____, 2009

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|  | Bargaining Unit | | Water Systems |
| | FLSA Exempt | | No |
| | Workers Comp Code | | 7520 |
| | Class Code | | 60407 |
| | | | |
| | Job Specification | Date | Range |
| | Established: | 12/76 | |
| | Revised: | 1/8/09 | 38.5 |