

CONSTRUCTION INSPECTION SUPERVISOR

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing construction inspection services and activities; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; provides technical support to engineering staff for design, constructability, and quality control review processes; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial staff. Exercises direct and general supervision over assigned technical and/or administrative support staff.

CLASS CHARACTERISTICS

This classification is the supervisory level class within the construction management division exercising independent judgment on diverse and specialized construction inspection functions with significant accountability and ongoing decision-making responsibilities. Positions are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and providing support to assigned management staff in a variety of areas. This class is distinguished from the Engineering Manager in that the latter has full management authority in planning, organizing, and directing the full scope of assigned engineering division within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for construction inspection services and activities, including the inspection of plant, collection facility and permit connection construction contracts; ensures that completed construction, rehabilitation, and installation complies with plans, specifications, contract provisions, and regulatory requirements.
- Provides leadership, guidance, and training to less experienced staff; promotes individual growth and development in the performance of work assignments in areas of responsibility
- Establishes schedules and methods for providing construction inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; recommends changes and improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; identifies operational issues and develops strategies for resolution; implements approved policies and procedures.

- Participates in the selection of construction inspection staff; evaluates performance; works with employees to correct deficiencies; implements discipline procedures.
- Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.
- Identify needs for utilizing specialized third-party inspection services and determines testing and inspection methods and standards; coordinates inspection contracts and verifies quality and work completed; reconciles inspection services invoices and reviews budget for monthly payouts.
- Reviews daily inspection reports, as-built drawings, and related specifications for contractor changes, field change orders, and plan changes.
- Supports construction management project team with inspection information; attends and participates in project and related meetings; reviews cost proposals, change orders, contractor changes, and plan clarifications; supports engineering staff with technical and advisory assistance as necessary, including reviewing requests for proposals, preliminary alignment, and design reports.
- Performs contract administration services; assists with writing plan changes and field change orders; reviews and ensures inspection documentation is accurate and complete, including ensuring contractor drawings are updated to reflect contractor's changes, field change orders, plan clarifications, and plan changes.
- Represents OC San at construction coordinating meetings with county, city, and other agency officials.
- Leads and participates in a variety of quality assurance and quality control activities; recommends changes and improvements to quality control standards.
- Performs the most technical and complex tasks of the work unit; prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of construction and inspection; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures compliance with all safety program rules, procedures, and protocols; ensures subordinates follow safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Principles and practices of leadership.
- Principles and practices of construction inspection program development and administration.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities.
- Advanced methods and techniques used in mechanical, electrical, heating, ventilation, and air conditioning (HVAC), civil, and structural construction installations.
- Drafting, surveying, and engineering practices and terminology.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Occupational hazards and standard safety precautions related to engineering and construction inspection.
- Principles and practices of budget and contract development, administration, and accountability.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and procedures of record keeping and reporting.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure

teamwork is conducted smoothly.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively communicate, negotiate, resolve conflict, and influence behavior at all levels both internally and externally.
- Apply critical thinking and analysis to a broad range of situations and decision-making.
- Oversee administration of construction inspection programs and related activities.
- Oversee projects for conformance to contract documents and for progress payment authorization.
- Read, analyze, interpret, and update various complex contract and construction plans, schematics, blueprints, and drawings.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the department and OC San in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Operate a motor vehicle to travel to OC San sites, projects, and/or meetings.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D. supplemented by 60 semester units of coursework from college or university accredited by the U.S. Department of Education, in construction inspection, engineering, construction management, drafting, surveying, or a related field.
2. Six (6) years of progressively responsible work experience performing construction inspections of large public works projects, which may include two (2) years of lead or supervisory experience.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites, projects, and/or meetings; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- Perform light to medium physical work; lift, carry, push, and pull materials and objects averaging a weight of 51 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect site conditions and work in progress.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.