

CONSTRUCTION INSPECTOR

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 supervision, inspects moderately complex plant and collection facilities construction work performed by contractors to ensure contractual compliance with plans, specifications, codes, regulations, and OC San safety requirements; directs and guides contractors to achieve quality control and proper use of materials; prepares a variety of reports and documents; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is the first of two levels within the construction inspection job series responsible for performing the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Construction Inspector in that the latter performs the more complex work assigned to the series and exercises technical and functional direction over and providing training to lower level construction inspection staff.

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.

- Reviews construction documents including plans and specifications; inspects moderately complex plant and collection facilities construction work completed by OC San contractors for contractual compliance with plans, specifications, codes, and safety requirements; verifies construction materials comply with specifications and approved construction practices; coordinates equipment isolations with Operations and Maintenance personnel; reviews submittals for compliance with plans and specifications.
- Ensures all construction work is completed within the requirements of OC San “Owner Controlled Insurance Program”; inspects and monitors contractor's responsibilities to implement environmental management practices and maintain compliance.
- Assists in the maintenance of accurate contract drawings; verifies contractor as-built drawings are correct; assists project manager on field change orders, plan clarifications, and plan changes; submits final drawings to construction project manager for the preparation of record drawings; accurately monitors and documents time and material change orders as required.
- Prepares and maintains construction inspection records and reports including daily inspection reports, photo-logs, field test results, force account reports, extra work requests, project submittal files, punch

- lists, and individual project logs; assists project manager in preparing monthly progress reports; assists with monitoring third party inspectors for work quality and payment processing.
- Attends construction meetings; works with contractors, regulatory agencies, utilities, OC San officials, and the general public throughout construction project.
 - Coordinates and inspects the start-up and functional testing of new and existing systems during the commissioning process.
 - Performs fire, life, and safety inspections of OC San facilities as needed; assists safety representatives with job hazard analysis; works with contractor to establish and maintain a safe construction project for employees, customers, and the public; coordinates with project management or other supervisory staff on-site for system shut-downs.
 - Attends safety and technical training; attends Factory Demonstration Tests of equipment to ensure compliance with plans, specifications, approved submittals, and quality workmanship.
 - Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
 - Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Services and activities of a construction inspection program.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Modern construction principles, practices, methods, techniques, and terminology.
- Materials, equipment, tools, and apparatus used in construction.
- Methods and techniques of construction materials and soil testing.
- Operational characteristics of construction testing equipment and tools.
- Principles and practices of engineering as applied to construction inspection.
- Mathematical principles and calculations.
- Occupational hazards and standard safety practices.
- Methods and techniques of traffic control.
- Principles and procedures of record keeping and reporting.
- 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:

- Conduct moderately complex construction inspections.
- Apply technical knowledge and follow proper inspection techniques.
- Ensure construction complies with established regulations.
- Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.
- Understand, interpret, and apply all federal, state, and local laws, codes, regulations, policies and procedures, and standards relevant to the work performed.
- Read, interpret, and update construction plans, schematics, construction drawings, and blueprints.
- Document construction inspection activities and prepare technical reports.
- Operate a variety of construction inspection equipment and air monitoring devices in a safe and effective manner; test and calibrate equipment.
- Don SCBA equipment and enter confined spaces.
- Represent OC San in a professional manner including in difficult and/or stressful situations.

- Maintain records, reports, charts, and files.
- Perform accurate mathematical calculations.
- Operate a motor vehicle to travel to OC San sites, projects, and/or meetings.
- Organize work, set priorities, meet critical time deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy 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 specialized training or coursework in engineering technology, construction inspection, or a related field.
2. Three (3) years of work experience performing construction inspections on large public works construction projects.

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; crawl in limited or confined spaces.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions, construction materials, and work in progress.
- 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

- May be required to work extended hours, including nights, weekends, and holidays when necessary.
- 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.