

## SENIOR 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 direction, inspects highly complex plant and collection facilities construction work performed by contractors to ensure contractual compliance with plans, specifications, codes, regulations, and OC San and Occupational Safety and Health Administration (OSHA) safety requirements; serves as an advisor to contractors, project teams, management, and staff in area of specialty and on OC San construction inspection and workplace safety requirements and standards; coordinates with project managers and engineers on inspection activities; performs basic research and completes special projects; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory and/or managerial staff. Exercises no direction supervision of staff. Exercises technical and functional direction over and provides training and guidance to lower-level construction inspection staff as assigned.

### **CLASS CHARACTERISTICS**

This classification is the second of two levels within the construction inspection job series. Incumbents perform the full range of duties related to inspecting the workmanship and materials used in a variety of construction projects for conformance with plans, specifications, OC San regulations, and safety standards requiring the use of considerable discretion and independent judgment in performing assigned work and full and thorough knowledge of construction inspection practices. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Responsibilities may include providing guidance on programs and/or projects and providing coaching and mentoring to lower-level staff. This class is distinguished from the Construction Inspection Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned construction inspection functions.

### **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.*

- Serves as lead inspector; plans, trains, and reviews the work of assigned staff; trains staff on construction and inspection methods, procedures, and techniques; supervises the use, care, and operation of inspection and testing equipment including electrical test equipment and concrete sampling equipment; performs quality assurance activities, verifying the work of assigned employees for accuracy, proper work methods, and techniques.
- Inspects 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; reviews submittals for compliance with plans and specifications; monitors stormwater pollution prevention plans.

- Reviews plans and specifications of complex construction and rehabilitation projects including complex mechanical and structural design drawings, electrical design schematics, and programmable controlled ladder logic diagrams; reviews plans and specifications for accuracy, constructability, compatibility, errors, and omissions.
- Assists consultants, contractors, and project managers with complex construction and building rehabilitation projects; researches completed OC San construction jobs and advises design consultant on possible conflicts with existing installations; identifies problems and suggests solutions to contractors and project managers.
- Advises contractors on establishing and maintaining a safe construction project for employees, customers, and the public; assists with conducting job hazard analyses; ensures all construction work adheres to OC San requirements and established safety protocols; corrects and/or stops work if unsafe practices or conditions are observed; reports unsafe work conditions or practices to assigned supervisory or managerial staff.
- Provides input to project manager regarding complex change orders, pay estimates, and submittals; plans and formulates complex field change orders and supplemental instructions; provides cost estimates; reviews contractors' cost proposals prior to approval; researches and provides time and material breakdown costs per industry standards.
- Coordinates construction isolation requirements and scheduled shutdowns with other departments; advises supervisor, project manager, and other departments and divisions of construction impacts on plant maintenance and wastewater treatment operations.
- Assists in the maintenance of accurate contract drawings; verifies contractor as-built drawings are correct; assists project manager on 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 necessary 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; controls and monitors the use of third-party inspection for accuracy of work and payment.
- Attends construction meetings; works with contractors, regulatory agencies, utilities, OC San officials, and the general public throughout construction project.
- Provides technical support and performs specialized inspections in areas such as electrical, welding, coating, and instrumentation.
- Assists with commissioning planning by coordinating the start-up and functional testing of new and existing systems.
- Assists with special projects; researches, formulates, and writes reports and provides recommendations on a variety of topics, including policies and procedures, budgeting, and inspection best practices; administers and tracks professional service agreements.
- Attends safety and technical trainings; attends Factory Demonstration Tests of equipment to ensure compliance with plans, specifications, approved submittals, and good 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:**

- Principles of providing functional direction and training.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Operations, services, and activities of a wastewater construction, maintenance, and inspection programs.
- 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.
- 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.
- Principles and practices of engineering as applied to construction inspection.
- Methods and techniques of performing specialized inspections in areas such as electrical, welding, coating, and instrumentation.
- Mathematic principles and calculations.
- Occupational hazards, standard safety practices.
- Methods and techniques of traffic control.
- Principles and procedures of record keeping and reporting.
- 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:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of assigned staff and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Conduct highly complex and specialized construction inspections and 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, analyze, interpret, and update various complex contract and construction plans, schematics, blueprints, and drawings.
- 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 and travel to various 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, procedural, and legal 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. Five (5) years of increasingly responsible work experience performing construction inspections on large public works 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.