



## Engineering Inspector III

Department/Division:	Engineering
Reports To:	Senior Engineer
Provides Direction To:	
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

### GENERAL PURPOSE

Under general supervision, to perform a variety of quality control, compliance, and safety inspection duties for inspections of water facilities to ensure compliance with District's Construction Standards; to perform moderately complex sub-professional engineering support work, to assist in the planning, organizing and coordination of the District's engineering, design, and construction of water facilities, plan checking, right-of-way research, and maintenance of construction records; and to perform related duties as required.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Engineering Inspector classification series, which is responsible for performing the full range of assigned engineering inspection support work while exercising discretion and independent judgement. Incumbents perform the more complex and specialized work tasks while exercising broad discretion and independent judgment. The Engineering Inspector III is distinguished from the Engineering Inspector II by the complexity of work and level of autonomy in decision making.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

- Reads, reviews, analyzes, and evaluates plans and specifications.
- Provides technical and professional guidance to staff.
- Assists in developing and implementing District's standards and procedures for engineering-related functions.
- Assists in plan check reviews and performs a constructability review by comparing construction documents, standards, and site conditions before the start of construction.
- Inspects work quality and materials used at various construction sites within the District's service area; verifies contractors are properly licensed and ensures compliance with applicable plans, codes, standards, ordinances, and regulations.
- Communicates and coordinates construction activities with all project stakeholders,

including the contractors, developers, city inspectors, utility agencies, and affected property owners throughout the construction process; observes and coordinates with all stakeholders to ensure that safety procedures are followed, and proper materials are used throughout the construction process.

- Conducts pre-construction meetings with developers and contractors.
- Reports possible safety violations, including traffic control, trench shoring, Cal/OSHA and other safety regulations at job sites.
- Prepares inspector's daily report and periodic progress reports on construction projects and installation work.
- Maintains accurate and up-to-date as-built drawings to depict the current status of projects; records drawings, hydrostatic test data sheets, and various miscellaneous reports as needed.
- Schedules and coordinates shutdowns of water systems for construction related activities.
- Assists contractors in obtaining District supplied materials through coordination with the District warehouse.
- Supervises and observes hydrostatic pressure testing of newly installed water mains to verify proper installation in accordance with approved engineering specifications.
- Observes disinfection of newly constructed pipeline, and test for chlorine content to ensure work is in accordance with approved engineering specifications.
- Attends and participates in professional group meetings.
- Obtains records and information from contractors and developers for use by the District.
- Processes meter information for Meter Department and office.
- Participates in District safety meetings.
- Maintain regular and prompt attendance.
- Performs other related duties, as assigned.

## **QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Principles, methods, materials, equipment and safety hazards of construction projects for water facilities.
- Engineering maps and records; and symbols used on maps, plans and blueprints.
- Principles and practices of construction inspection.
- Workmanship in construction.
- Regulations applicable to confined space entry.
- Basic mathematics including algebra and geometry.
- Principles and methods of business correspondence, report writing, recordkeeping and filing, English usage, spelling, grammar and punctuation.
- Modern office procedures, methods, and computer equipment and software; electronic data input.
- Pertinent Federal, State and local laws, codes and regulations governing the construction of assigned projects.
- Appropriate safety precautions, procedures, practices, and regulations.

### **Ability to:**

- Properly inspect various construction projects and ensure compliance with plans, specifications, codes and regulations.
- Detect and locate faulty materials and determine the stage of construction during which defects can be effectively and efficiently remedied.

- Efficiently oversee multiple tasks and assignments.
- Operate a two-way radio, computer, camera, video equipment, various hand tools and other assigned equipment as required.
- Wear protective apparel, including eye protection, face protection, hearing protection, safety shoes and respirator protection.
- Read and interpret engineering and construction drawings.
- Work independently in the absence of direct supervision.
- Maintain accurate records and prepare inspection reports.
- Respond effectively to requests and inquiries from the general public.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use tact, discretion and diplomacy in dealing with others, including contractors and property owners.
- Make sound decisions consistent with the level of authority.
- Operate a vehicle observing legal and defensive driving practices.
- Perform work in accordance with safety regulations, District and Department guidelines.
- Work in inclement weather and overtime as needed.

### **Minimum Qualifications**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

**Education:** Equivalent to High School graduation, preferably supplemented by technical training in construction management, water utility construction inspection, or a related field and/or courses in backflow device testing or cross-connection control.

**And**

**Experience:** A minimum of five (5) years of progressively responsible journey-level engineering inspection experience equivalent to an Engineering Inspector II with WVWD which included confined space experience OR seven (7) years of experience in the installation, repair and/or maintenance of pipeline facilities and appurtenances.

### **Licenses, Certificates; Special Requirements**

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid Grade II Water Treatment Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of a valid, Grade II Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

### **Desirable Qualifications**

Possession of a valid, Grade III Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of an American Public Works Association Certified Public Infrastructure Inspector (CPII)

Possession of an Underground Line Locator Certificate.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.*

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, and reach with hands and arms. Incumbent frequently is required to walk and stand, talk or hear; sit, climb or balance, stoop, kneel, crouch or crawl. The incumbent must frequently lift and/or move up to twenty-five (25) pounds and occasionally up to fifty (50) pounds without assistance. See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hear in the normal audio range with or without correction.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***