

**City of San Rafael
Job Class Specification**

Job Title: Construction Inspector (SRSD)

SUMMARY

Under general supervision or direction, as appropriate, performs skilled, technical work in the field inspection of the construction of sewer facilities for the San Rafael Sanitation District to ensure compliance with plans, specifications, and enforcement of San Rafael Sanitation District regulations relating to collection systems, pumping stations, and other construction projects; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from the Building Inspector and Code Enforcement Officer job classes by the defined emphasis of each job class. Public Works Inspector/Construction Inspector (SRSD), construction inspection; Building Inspector, building code inspection; and Code Enforcement Officer, municipal code inspection.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Senior Civil Engineer (SRSD). This is a non-supervisory position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs field inspection of contract work and ensure compliance with plans, specifications, and enforcement of SRSD regulations on various sewer facilities projects such as, but not limited to, construction and rehabilitation of sewer pipe improvements, pumping stations, and other maintenance and capital improvement projects.
- Performs construction related inspection, which includes the installation and compaction of pipe, erosion, checking construction work against specifications and drawings, monitoring traffic flow, and checking existing facilities.
- Reviews drawings, maps, plans, and specifications for maintenance projects, capital improvement projects, and private projects.
- Performs field inspection of lateral connections and tests.
- Performs field inspection of sewer system condition inspection.
- Recommends field changes on construction work.
- Assists in preparation of progress payments.
- Prepares and maintains necessary records and reports.
- Performs field measurements, calculations, and sketches.
- Assists in the design of plans and specifications.
- Prepares "As Built" plans for construction activities.
- Assists in the updates and maintaining databases; performs field work in order to check discrepancies in computer data, and document existing conditions.
- Performs survey and layout for construction projects.
- Performs related duties as required.

KNOWLEDGE OF:

- Inspection methods and techniques
- Construction methods, equipment, terminology, and techniques
- Surveying principles and practices as applied to construction work
- Soil and material properties
- Safety and traffic control procedures
- Plan checking
- SRSD, City, County and State standard specifications
- Fundamental GIS systems, databases, and computer applications such as Excel, Word, and MS Outlook.

ABILITY TO:

- Interpret and enforce sanitation district construction standards
- Read engineering plans and specifications
- Work from general oral and written instruction
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with employees, contractors, officials and the general public
- Effectively manage time and workload
- Work in the field during the hours construction is occurring including but not limited to evenings.
- Write technical reports.

EDUCATION and/or EXPERIENCE:

Equivalent to AA degree with specialization in civil engineering or construction management (additional experience may be substituted for the educational requirement on a year for year basis up to a total of two years) AND Two (2) years of responsible engineering inspection or administrative construction experience is required. Municipal sewer inspection experience is highly desirable.

Valid California Driver's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in construction related situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions and frequently works near video display. The employee occasionally works in indoor conditions. The noise level in the work environment is usually loud.