



## Hi-Desert Water District Classification Specification

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**Job Title:** Inspector Coordinator - Temporary

**Job Grade:** 14

**FLSA Status:** Non-Exempt

**Date:** December 14, 2016

### **JOB SUMMARY**

Under general to minimal supervision (depending on Job Grade), reviews plans and specifications and inspects contractor construction activities for compliance with contract at beginning of, during, and end of work for compliance with plans, specifications and standards. Informs contractor of deviations or errors and advises as to corrective action. Tracks and keeps progress records.

### **SUPERVISION RECEIVED / EXERCISED**

Receives general supervision and direction from the Assistant General Manager. Coordinates with the Construction Management company.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Conducts field testing and inspection of construction activities on various projects.
- On a daily basis monitors and records all work scope being executed and prepares an Inspector's Daily Report detailing jobsite activities.
- Assures safety compliance.
- Review, analyze and record any construction issues potentially resulting in a scope, time or cost impact to the work of outside contractor(s) which may result in a change to the contract. Assure Project Manager and Construction Manager are advised of such issues.
- Assists in field issue resolution.
- Prepares related sketches and documentation.
- Review plans for constructability and prepares comments.
- Reviews contractor pay application, schedule, submittals and requests for information (RFI's) for reasonableness.

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- Ensure the contractor(s) prepare prompt RFI's for questions that may affect the construction schedule.
- Ensures contractor(s) are in compliance with plans and specifications.
- Performs construction quality control reviews.
- Maintain jobsite punch list items.
- Maintains field correspondence logs, item ledgers, and item summary books for payment.
- Document management including preparation of records for extra work and potential change orders.
- Ensures master As-built drawings are maintained by the contractor(s).

## **JOB SPECIFICATIONS**

### **Knowledge of**

- Materials and equipment used in waste water and distribution system construction and maintenance work.
- Federal, state, OSHA and District work safety standards and requirements.
- Rules, regulations, and codes applicable to OSHA and District construction functions and trench safety.
- Geography of the District
- Microsoft Office

### **Skills and Abilities**

- Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals.
- Ability to read and interpret plans and specifications and prepare written contract administration documentation, such as daily narratives, special inspection reports, daily time and material records, and document unit price work.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Entering and exiting a vehicle continuously over a ten-hour period
- Shoveling and digging out water meters
- Operating District vehicles and equipment in water meter reading, maintenance, and repair work
- Must be able to frequently carry, push, reach, and lift equipment and parts weighing up to seventy-five (75) pounds
- Frequently stoops, kneels, crouches, crawls, and climbs throughout the course of the day
- Walks, stands and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat
- Routinely uses mobile radio and cell phone for communication

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- Uses office equipment such as computer terminals, computer tablets, copiers, Fax machines.
- Stands and walks for extended time periods
- Hearing and vision within normal ranges with or without correction

## **QUALIFICATIONS**

### **Education and/or Previous Work Experience**

- High school diploma required. Technical degree a plus.
- Must have five (5) to seven (7) years of construction inspection, installation, or supervision experience in water/wastewater pipeline construction.

### **License / Certificate:**

- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of a California State Water Resources Control Board Grade DI Water Distribution Certificate

### **Other requirements:**

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a safety-related position subject to the District's Drug Prevention and Employee Testing Program.