



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Construction Inspector I
Department: Support Services - Technical Services Division
Supervised By: Technical Services Supervisor
FLSA Status: Non-Exempt
Revised as of: January 2016

JOB SUMMARY

To perform plan reviews and related inspections of residential construction projects including, but not limited to, sewer and water mains, laterals and house services; to ensure compliance of new construction and remodel projects with District ordinances; and to oversee and monitor the District's Cross-Connection Control Program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technical Services Supervisor.

ESSENTIAL FUNCTIONS

The duties listed 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 position.

- Enforce the District's sewer and water ordinance requirements for proper installation, repair or testing of water and sewer services and plumbing fixtures.
- Perform technical plan reviews of new and remodel residential construction projects for correct installation, removal and/or relocation of water and sewer facilities.
- Maintain District backflow records as part of the District's Cross-Connection Control Program, including mailing annual testing reminder letters and tracking status of backflow testers and tests, as assigned.
- Perform inspections, determine the degree of hazard, recommend appropriate backflow prevention, and work with customers to ensure compliance with State and District regulations, as assigned.
- Inspect and test District maintained backflow prevention devices.
- Perform inspections related to water conservation and educate customers.
- Recommend, when necessary, alteration of plans and specifications to meet field conditions.
- Update and maintain water and sewer records and reports.
- Respond to inquiries from District staff, developers, contractors, architects and the general public regarding District regulations related to the construction, alteration and maintenance of water and sewer lines and appurtenances; function as liaison with public agencies and contractors regarding conformance.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Meet with the public and explain District requirements and programs.
- Perform technical plan reviews of new and remodel residential construction projects for correct installation, removal and/or relocation of water and sewer facilities.
- Inspect construction methods and materials for new and remodel residential sewer laterals and water service connections, to ensure compliance with plans and specifications; complete supporting reports on such inspections.
- Assist with inspections related to the District's Fats, Oils and Grease (FOG) program.
- Assist District staff in understanding District requirements and programs.
- Interpret and apply safety rules and regulations to work assignments.
- Assist in department activities as directed by Technical Services Supervisor.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, tools, materials and equipment utilized in the installation and testing of water and sewer service lines and connections.
- District policies, procedures, ordinances and operations.
- County and State building and plumbing codes.
- Principles and theory of design of water and sewer service lines and connections.
- State and District regulations and ordinances related to cross-connection control.
- Operation of wastewater collection and water distribution systems.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Communicate effectively with contractors while maintaining rigid enforcement of District standards.
- On a continuous basis, analyze operations of construction projects in the field; identify underground service alert; interpret maps and reports; know how to perform underground work and other construction; and observe safety precautions.
- Intermittently, walk, stand, kneel, climb and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; write or use a keyboard to communicate, and occasionally lift or carry weight of 75 pounds or less.
- Read, understand and interpret blueprints and plan specifications.
- Write and prepare clear and concise inspection reports.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.

- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's degree from an accredited college or university in engineering, environmental sciences, or a related field.

Experience: One (1) year of increasing responsible experience in related inspection or construction work.

2. Certification & Licensing Requirements:

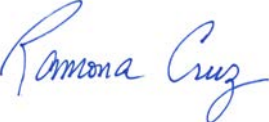
- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Certification as an American Water Works Association (AWWA) Backflow Prevention Assembly General Tester, or ability to obtain within 18 months of appointment.
- Certification as an American Water Works Association (AWWA) Cross-Connection Control Specialist, or ability to obtain within 18 months of appointment.
- Certification as an American Water Works Association (AWWA) Water Use Efficiency Practitioner Grade 1, or ability to obtain within 18 months of appointment.
- Possession of a valid D1 Water Distribution Operator Certificate issued by the California State Department of Public Health, or ability to obtain within 18 months of appointment.
- Possession of a valid Grade I Collection System Maintenance Certificate issued by the California Water Environment Association, or ability to obtain within 18 months of appointment.

WORKING CONDITIONS

Work is performed in both indoor office and outdoor construction site environments, subject to hot and cold temperatures and excessive dust and noise. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 12/23/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015