



## **TAHOE CITY PUBLIC UTILITY DISTRICT**

### **Job Description**

**Job Title:** Construction Inspector I  
**Department:** Engineering  
**Division:** Technical Services  
**Supervised By:** Technical Services Manager  
**FLSA Status:** Non-Exempt  
**Revision Date:** January 2021

### **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 Manager.

### **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, maintain and foster positive and 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.
- May train personnel.
- 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 Manager.
- 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, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

### **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; sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; use telephone; write or use a keyboard to communicate through written means, 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.
- Prioritize and exercise sound judgment within areas of responsibilities.

- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- 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.
- 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.

## **ENVIRONMENTAL CONDITIONS**

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise. Work may be performed in confined spaces, or at heights above or below the ground.

## **PHYSICAL JOB ANALYSIS**

Daily Occurrence defined as: RARELY  $\leq$  one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

### **1. Gross Body Movement**

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

### **2. Job-Specific Body Movement**

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Rarely
Crouching	Occasionally
Kneeling	Occasionally
Pushing (40 lbs.)	Occasionally
Pulling (60 lbs.)	Occasionally
Stooping	Frequently
Working at heights 30 feet above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Continuously

### **3. Lifting**

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

### **4. Hand Coordination**

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	

Pulling	Frequently
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
3-Ring binder/files	Frequently
Manipulating maps	Occasionally
Writing in clipboard	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Frequently
Rotation	Frequently

## 5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
APN files	7 ½ feet
Water and sewer facilities	Below ground level

## 6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Frequently
Interpreting	Continuously
Knowing	Continuously
Observing	Frequently
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Frequently

APPROVED BY: Sean Barclay, General Manager on January 5, 2021