

**JOB DESCRIPTION**

<b>Job Title</b>	Facilities Inspector	<b>Supervisor</b>	Civil Engineering Assistant (Supervisor)
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	General Unit
<b>Division</b>	Technical Services	<b>Salary Grade</b>	61
<b>Section</b>	N/A	<b>FLSA Status</b>	Non-Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under general supervision of a Civil Engineering Assistant (Supervisor), a Facilities Inspector performs review of plans, specifications and submittals, inspections of construction projects to ensure conformance with standards and specifications and inspects existing District facilities for repair and maintenance purposes. Performs related duties as required.

**ESSENTIAL DUTIES**

**Duty 1**

Inspects existing facilities and structures such as steel and concrete reservoirs, pump piping, pavement, and roofs to document condition and recommends procedures for repairs.

**Duty 2**

Reviews the work of contracted repair for projects such as road maintenance, water distribution line repair, and sewer line repair.

**Duty 3**

Performs construction inspection at all stages of construction for sanitary sewers, water systems, including pump stations and treatment facilities, wastewater reclamation facilities and construction activities by others near District facilities.

**Duty 4**

Observes and checks trenching, pipe laying, back filling, reinforcement placement, concrete placement, masonry construction, soil compaction, electrical and telemeter installations, steel tank construction, line and grade.

**Duty 5**

Interprets plans, codes, permits and specifications for construction compliance; reviews each project for safety and compliance with California State Safety Orders; determines location for soil tests and obtains concrete test samples; prepares daily inspection report; keeps detailed notes and sketches and records of all construction conditions.

**Duty 6**

Consults with the contractors' supervisory personnel on construction methods and their adequacy; approves minor changes consistent with intent of plans, performs public relations with general public for construction activities.

**Duty 7**

Performs review developer submitted plans and inspects the installation of developer funded projects under the direction of the Civil Engineer Assistant.

**Duty 8**

Coordinates permit requirements with other agencies such as Los Angeles County Public Works to assure compliance with all conditions. Coordinates compliance with mitigation measures related to construction activities.

**Duty 9**

Documents inspections activities and construction progress using documents such as daily inspections reports and as-builts drawings.

**Duty 10**

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Methods, materials and standard engineering specifications used in public works and utility construction;
- ◀ Construction practices, materials and trades;
- ◀ Reinforced concrete mixing, pouring, placing, curing, finishing and testing;
- ◀ Placement and support of form work and reinforced steel;
- ◀ Trench excavation, shoring and backfill, pavement placement and finishing;
- ◀ Soil types and compaction;
- ◀ Field survey techniques and methods to verify layout, elevations, line and grade;
- ◀ Principles and techniques of construction inspection;
- ◀ Federal, State and local safety rules and regulations.

***ABILITY TO:***

- ◀ Read and interpret construction plans and specifications;
- ◀ Maintain records and prepare thorough reports;
- ◀ Establish and maintain effective relationships with operations staff, contractors, other governmental agencies and the public.
- ◀ Read and interpret permit requirements

***PHYSICAL AND SENSORY REQUIREMENTS:***

- ◀ Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- ◀ Ascend and descend ladders and stairs;
- ◀ Tolerate physical presence at height of up to 100 feet on catwalks and walkways of large structures;
- ◀ Withstand periods of physical exposure to fumes, odors, and dust, without incapacitating adverse effects;
- ◀ Safely enter and leave confined spaces;
- ◀ Sufficient eyesight to read standard text;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds;
- ◀ Walk on uneven and slippery surfaces;
- ◀ Ability to travel to different sites and locations.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High School diploma or equivalent is required. College level courses in Public Works Construction Inspection desirable.

**EXPERIENCE:** Two (2) years of construction experience or three years of experience as a lead in the installation of sewer and/or water systems.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.

**DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A State of California Grade III Water Distribution Certification is desirable.