

Water Authority Position Description

CONSTRUCTION INSPECTOR

| Status | Position Code | Level | Date |
|----------|---------------|-------|----------|
| APPROVED | COIN | M25 | Aug 2012 |

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

INSPECT THE WORK OF CONTRACTORS ON A VARIETY OF CONSTRUCTION PROJECTS, TO INCLUDE STREETS, SIDEWALKS, CURBS/GUTTERS, DRIVEWAY PADS, WATER, WASTEWATER, SEWER AND STORM DRAINAGE PROJECTS; ENSURE COMPLIANCE WITH PLANS, SPECIFICATIONS, CONTRACTS AND ORDINANCES. MAINTAIN RECORDS AND PREPARE REPORTS ON PROJECTS INSPECTED.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN BUILDING CONSTRUCTION TRADES, ENGINEERING OR A RELATED FIELD, PLUS TWO (2) YEARS OF BUILDING AND CONSTRUCTION, CODE COMPLIANCE AND/OR INSPECTION, OR RELATED EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP) WITHIN SIX (6) MONTHS
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.
EXERCISE FUNCTIONAL AND TECHNICAL LEAD OVER SUPPORT STAFF

ESSENTIAL FUNCTIONS

1. INSPECT A VARIETY OF CONTRACTOR CONSTRUCTION PROJECTS RELATIVE TO ASSIGNED AREA OF RESPONSIBILITY. PERFORM PLAN CHECKING FUNCTIONS. ENSURE COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS. INTERPRET WATER AUTHORITY APPROVED PLANS.
2. INSPECT AND MONITOR NEW INSTALLATION OF ALL TYPES OF CONTRACTOR CONSTRUCTION FOR COMPLIANCE WITH SPECIFICATIONS. INSPECT ALL MATERIALS BROUGHT TO CONSTRUCTION SITES.
3. PROVIDE ACCURATE DOCUMENTATION OF ALL CONTRACTOR CONSTRUCTION INSPECTION WORK COMPLETED INCLUDING: A DAILY LOG; SOURCE BOOKS THAT VERIFY THE QUANTITIES OF WORK PERFORMED DAILY, DOCUMENTATION FOR CHANGE ORDERS, JUSTIFICATIONS FOR CHANGES TO CONTRACTOR CONSTRUCTION CONTRACTS, ENVIRONMENTAL PERMIT RECORDS AND THE STRUCTURE PACKAGES INCLUDING THE PROJECT TESTING FREQUENCY REPORTS, WORK ORDER CLOSE-OUT DOCUMENTS AND REIMBURSEMENT REQUESTS.
4. COORDINATE CONTRACTOR CONSTRUCTION ACTIVITIES WITH OTHER AGENCIES; ACT AS A LIAISON BETWEEN CONTRACTOR AND PROJECT MANAGER ON BUILDING AND CONSTRUCTION INSPECTION ISSUES.
5. RESPOND TO REQUESTS AND COMPLAINTS FROM CITIZENS REGARDING CONSTRUCTION PROJECTS.
6. PERFORM VARIOUS TESTS AT CONSTRUCTION SITES INCLUDING BUT NOT LIMITED TO ASPHALT, CONCRETE, SOIL AND WATER FOR COMPLIANCE WITH APPLICABLE SPECIFICATIONS. COORDINATE ALL TESTING WITH WATER AUTHORITY AND PRIVATE LABS AS NEEDED.
7. INSPECT THE WORK OF CONTRACTORS AND BUILDERS TO INSURE CONTRACT COMPLIANCE WITH PRE-APPROVED DRAINAGE SPECIFICATIONS AND PLANS, REGULATIONS AND ORDINANCES FOR ARROYOS, PAVEMENT, CONCRETE WORK, WATER, SEWER, WASTE WATER, DRAINAGE, BUILDINGS AND OTHER STRUCTURES; ISSUE VIOLATION NOTICES, OR CITATIONS AS REQUIRED.
8. INVESTIGATE COMPLAINTS RECEIVED FROM THE GENERAL PUBLIC AND VARIOUS BUSINESSES. DETERMINE CORRECTIVE ACTION TO BE TAKEN WITHIN ESTABLISHED REGULATIONS AND ORDINANCES.
9. REPORT FIELD CHANGES THAT MAY REQUIRE DESIGN CHANGES. REVIEW MATERIAL TEST REPORTS.
10. MAY ENSURE ENFORCEMENT OF THE SIDEWALK ORDINANCE THROUGH CERTIFIED NOTIFICATION. ENSURE EXCAVATION WORK MEETS SPECIFICATION REQUIREMENTS THROUGH LABORATORY AND FIELD DOCUMENTATION.
11. CONDUCT FINAL AND WARRANTY INSPECTIONS AND SUBMIT CORRECTIONS, REMEDIES OR DEFICIENCIES TO THE PROJECT ENGINEER.

SUPPLEMENTAL FUNCTIONS

1. ATTEND MEETINGS, SEMINARS AND TRAINING PROGRAMS.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. COMPLY WITH LOCAL, STATE AND FEDERAL SAFETY PROGRAM REQUIREMENTS.
4. VERIFY TRAFFIC CONTROL PLACEMENT FOR CORRECTNESS AND SAFETY. COORDINATE WITH BARRICADE INSPECTORS AS NEEDED.

PREFERRED KNOWLEDGE

MODERN CONSTRUCTION PRINCIPLES, PRACTICES AND TERMINOLOGY
SOIL COMPACTION AND DENSITY TESTING
METHODS AND TECHNIQUES OF TRAFFIC CONTROL
OPERATIONAL CHARACTERISTICS OF STORM DRAINAGE SYSTEMS
METHODS AND TECHNIQUES OF STORM DRAINAGE INSPECTION
BASIC MATHEMATICAL PRINCIPLES
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
FUNDAMENTAL ENGINEERING AND PHYSICS PRINCIPLES
PRINCIPLES AND TECHNIQUES OF MATERIALS TESTING
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

MAKE APPROPRIATE CORRECTIONS IN CONSTRUCTION ZONES
READ AND INTERPRET TECHNICAL DRAWINGS AND SPECIFICATIONS
INSPECT STORM DRAINAGE SYSTEMS FOR COMPLIANCE WITH APPLICABLE DRAINAGE
ORDINANCES AND REGULATIONS PERFORM FIELD SURVEYS ON COMMERCIAL AND
RESIDENTIAL SITES RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL
PUBLIC MAINTAIN RECORDS AND PREPARE BASIC REPORTS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE AND CONSTRUCTION SITE ENVIRONMENT; TRAVEL FROM SITE TO SITE;
EXPOSURE TO COMPUTER SCREENS, HEAT, COLD, INCLEMENT WEATHER CONDITIONS;
WORK AROUND HEAVY CONSTRUCTION EQUIPMENT

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR
PROLONGED PERIODS OF TIME; OPERATING MOTORIZED EQUIPMENT AND VEHICLES.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.