



December, 2017

FINAL DRAFT

DISTRICT INSPECTOR I/II Salary Grade 194/213

DEFINITION

Under general supervision (District Inspector I) or direction (District Inspector II), performs field inspections of sewer and water reclamation construction work and repairs by private contractors, home owners, and District projects for conformance to established plans, specifications, state laws, and District regulations; performs pollution prevention inspections of industries; samples and tests wastewater; inspects hazardous and toxic materials storage areas to ensure no sewer connection; reviews construction plans for compliance with rules, regulations, and laws; investigates a variety of complaints with respect to wastewater discharge and sewer issues; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (District Inspector I) or direction (District Inspector II) from higher level management and supervisory staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

District Inspector I is the first working level classification in the District Inspector series responsible for performing field inspection duties in support of the District's sewer and water reclamation operations, services and projects, ensuring compliance with District and mandated standards and regulations. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the District Inspector II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence; at that point, positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the District Inspector II class in that the latter performs the full range of duties assigned to the series.

District Inspector II is the second working level classification in the District Inspector class series responsible for independently performing a variety of complex inspections in support of the District's sewer and water reclamation operations, services and projects, ensuring compliance with the District and mandated standards and regulations. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure efficient and effective inspection processes. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to conduct inspections. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Positions at the District Inspector II level are normally filled by advancement from the District Inspector I level; progression to the District Inspector II level is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification; (iii) management affirmation that the position is performing the full range of duties assigned to the classification, and (iv) management approval for progression to the District Inspector II level.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the District Inspector I level may perform some of these duties in a learning capacity.

- Ensures that contractors adhere to District ordinances, resolutions, and other mandated requirements; verifies that construction methods, equipment, standards, workmanship, and quantity and quality of materials meet District plans and specifications and reports deviations from District standards to appropriate party.
- Conducts field inspections of new public sewer systems and private sewer systems and/or repairs made by contractors, owners or other agencies; confers with property owners and contractors to explain requirements and to assure compliance.
- Conducts inspections and investigations of complaints from public or private agencies concerning sewer problems, location of laterals, and repairs including sewage discharge violations and industrial waste violations.
- Assists laboratory staff with performing inspections of categorical discharges for compliance with the District's standards.
- Performs inspections of industrial and commercial businesses for compliance with sewer use ordinance and pollution prevention requirements.
- Assists in the investigation and tracing of sources of illegal waste discharges entering the District's wastewater collection system; collects wastewater samples as necessary.
- Collects information for assessing fees from industrial and commercial establishments; checks for the presence of grease traps and interceptors; checks changes in ownership or tenant occupancy.
- Checks the grade and bedding requirements of new pipe installations.
- Maintains records on changes of plans and in specifications to insure the accuracy of record maps, data, and other records for systems installed or modified.
- Performs surveying and/or field measurement functions including horizontal and vertical locations for comparison to plans and collects as-built location information.
- Evaluates and coordinates emergency repairs or system failures at ranches, reclamation sites, and pump systems and facilities.
- Regularly coordinates activities with the Operations Department on various field issues.
- Reads irrigation reduction meters and records quarterly sewer service charges, as well as potable water meters for billing purposes.
- Prepares a variety of correspondence, reports, correction notices, procedures, and other written materials.
- May perform civil, mechanical, and electrical inspections on District construction projects.
- Assesses safety precautions on sewer construction sites or repair projects for compliance with safety standards.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the District Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Materials, methods, practices, and procedures used in sewer and water recycle systems and facilities construction.
- Principles and practices of conducting and documenting detailed inspections.
- Methods and techniques of surveying sewer and water reclamation infrastructure.
- Methods and techniques of conducting a diverse range of investigations for wastewater and sewer discharge issues.

- Principles and practices of construction and pollution prevention inspection, procedures, methods, tools, equipment, and supplies.
- Applicable federal, state, and local laws, codes, regulations, and ordinances.
- Safety hazards and appropriate precautions applicable to work assignments.
- Principles and practices of technical report writing.
- Drafting and mathematics as it relates to construction work.
- Principles and practices of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform a diverse range of inspections on sewer and water reclamation systems.
- Conduct investigations of illegal discharges, and prepare findings and conclusions.
- Deal tactfully with contractors and property owners
- Interpret and apply construction drawings and specifications.
- Prepare sketches of sewer locations and collect GPS and field measurement information
- Recognize and deal with safety hazards encountered in the course of work.
- Make accurate arithmetical computations.
- Represent the department and the District effectively in meetings with other departments, public and private organizations, and individuals.
- Maintain a variety of maps, logs and records.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective and cooperative relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Education

District Inspector I/II: Equivalent to completion of the twelfth (12th) grade. College level coursework in engineering, drafting, mathematics or a related field is desirable.

Experience

District Inspector I: Four (4) years of underground utilities construction or inspection experience in areas such as wastewater collection and treatment, water distribution, and storm drains.

District Inspector II: Seven (7) years of progressively responsible underground utilities construction or inspection experience in areas such as wastewater collection and treatment, water distribution, and storm drains, three (3) of which should be in a public wastewater agency.

Licenses and Certifications:

District Inspector I/II:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.

District Inspector II:

- Must possess a California Water Environment Association Certificate for Environmental Compliance Inspector or Collection System Maintenance Grade II or above.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to visit and inspect various construction sites; stamina to climb and descend ladders and work in confined spaces and around moving equipment; stand for long periods of time and work on uneven surfaces; vision to read printed materials and a computer screen; smell to identify odors; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. When working in the field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for regular and emergency standby and weekend assignments and to be called back and work emergency overtime as required.