



## **JOB DESCRIPTION**

---

**TITLE:** CONSTRUCTION INSPECTOR  
**STATUS:** Non-Union/FLSA Non-Exempt  
**GRADE:** 14

### **JOB SUMMARY:**

Responsible for ensuring that the District's water and sewer installations and associated project components meet the contractual requirements, specifications, standards of the District and other jurisdictional authorities. This position inspects all types of projects including minor (small works) capital projects, emergency work, inter-local agreements, development, and side sewer installations. Employees are expected to exercise independent judgment in solving problems.

### **REPORTING RELATIONSHIPS:**

This position reports to the Construction Manager. This position does not supervise other positions.

### **ESSENTIAL DUTIES** include the following:

- Inspects development, side sewer installations, minor capital improvement projects such as small works and interlocal agreements; ensures standards; enforces regulations, District code, and resolutions.
- Ensures that contractors and developers working on water/sewer improvements comply with District standards, contract documents, and regulatory requirements including traffic control, erosion control and restoration;
- Interprets and explains standards, regulations, plans and specifications
- Observes tests and inspects water/sewer installations to ensure compliance with standards and contract specifications;
- Communicates and coordinates construction activities with contractors, developers, property owners and other team participants involved in the project;
- Communicates and coordinates with other utilities and regulatory agencies of the county, city, and state regarding permit requirements;
- Reports on inspection activities; documents plan and/or specification changes made in the field;
- Uses several different types of software to perform tasks such as electronic plan review, recording field changes, time keeping, communications, and documentation;
- Recommends in-field changes to plans as required; recommends change orders to construction contracts, and alternative construction methods and/or materials as conditions warrant;
- Recommends approval and acceptance of completed projects when all construction, contractual, and regulatory requirements are met. Calculate completion guarantee and performance bond amounts and recommends bond releases. Itemizes requirements for approval of interim system operation;
- Conducts and coordinates preconstruction meetings with contractors, jurisdictional representatives, District Staff, and developers;
- Coordinates and acts as the liaison for the District for other jurisdictional inspectors during joint projects;
- Assists in the review of contractor submittals for conformance with contract specifications and drawings;
- Measures, calculates, and approves contractual quantities in compliance with

- measurement and payment specifications on capital projects;
- Researches new construction materials and proposes updates to AWWD standards;
- Performs all other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Standards, regulations, and specifications regarding the installation and inspection of water and sewer systems, including American Water Works Association (AWWA) and UPC, construction techniques, equipment use and reporting requirements;
- Construction standards of related jurisdictional agencies including City, County, State, Dept of Health, and Dept of Ecology;
- Job site safety practices, regulations, and traffic control;
- Conflict management and effective communication techniques;
- Erosion Control Practices, basic soil types and trench and roadway restoration;
- Computers and ability to learn applicable software to complete tasks;
- Methods of measurement and payment on minor capital project contracts;
- Restoration materials and techniques including asphalt, concrete and landscaping;
- Requirements and procedures associated with granting acceptances and approvals;
- Mathematics, geometry, i.e., slope calculation;
- Surveying and locating techniques;
- Premise Isolation/Cross Connection/Pretreatment Controls;
- Electronic map use such as Geographic Information Systems (GIS).

#### **Skill in:**

- Inspection of water and sewer installations for conformity to engineering specifications including air tests, television inspections, water pressure tests and purity testing;
- Effective communication, both written, oral and interpersonal skills to interact with coworkers, supervisor, contractors, developers, agencies and the general public, sufficient to exchange or convey information and to receive work direction;
- Understanding, interpreting and explaining construction contracts and engineering design plans and specifications;
- Analyzing and resolving on-site construction problems encountered in water and sewer installations within scope of authority;
- Proactive solution based problem solving;
- Operating a computer utilizing a variety of standard and specialized software to create and maintain daily documentation and correspondence;
- Conflict resolution;
- Working effectively under pressure and ability to quickly adjust to changing priorities and demands.

#### **Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be three years of experience inspecting constructing projects or working on public works construction projects and a two year degree in engineering, construction, or a related field. Three years of additional work experience (a total of six) may replace the two-year degree.

#### **Licensing Requirements:**

Possess and maintain a Valid Washington State Driver's License with driving record acceptable to the District. Ability to earn an Industrial First Aid Card, a Flagger Card, Cross Connection Control Specialist certificate, and Erosion and Sediment Control Lead certificate within two years of

employment.

**WORKING CONDITIONS:**

Duties are primarily performed in the field where the employee may be exposed to adverse weather conditions, occasional night work and weekend work, loud noises and hazards from automobile traffic, heavy equipment and construction sites. High paced workload and frequent disturbances to work flow are to be expected.

**PHYSICAL REQUIREMENTS:**

This position typically the ability to operate a motor vehicle. Ability to safely traverse uneven ground and around obstacles on project sites. Ability to climb ladders, crouch to open valve boxes and meter boxes. Ability to lift items out of a truck or van, occasionally above shoulder level. Requires finger dexterity to operate a computer, use a pry bar or swing a small sledgehammer.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally to lift and slide manhole lids off castings, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: November 6, 2000

Revised: November 2016

Revised April 2019

Revised: September 2019