



Tuolumne Utilities District
Job Description
INSPECTOR / ENGINEERING TECHNICIAN

POSITION:	Inspector / Eng Technician	DEPARTMENT:	Engineering
REPORTS TO:	District Engineer		
PAY RANGE:	44	DATE PREPARED:	October 2006
INCUMBENT:			

General Description:

Under direct supervision of the District Engineer, performs field inspections of construction work in progress to ensure compliance with plans, specifications and accepted construction methods; performs record keeping; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Acts as the District's representative in monitoring and overseeing the activities of contractors performing work on construction projects.
2. Conducts field inspections of all or major portions of construction projects; after appropriate consultation, may stop work in progress or refuse to issue inspection certificates for failure to conform to plans and specifications, and require corrective measures.
3. Checks to see that a contractor complies with appropriate construction methods, equipment, standards, workmanship, and quantity and quality of materials involved in the job.
4. Supervision and inspection of the installation of pipes, fire hydrants, pressure reducing valves, controlling valves and other distribution components.
5. May operate surveying instruments and review surveying data and procedures to see that line, grade and location have been properly established and that they are followed during construction; selects samples and makes tests of concrete, aggregate and other materials; submits materials for testing; ensures that contractors are taking soil samples and performing soil compaction testing.
6. Reviews and interprets specifications and plans and confers with contractor's field representative and appropriate District staff regarding work or materials that deviate from contract plans and specifications and sees that appropriate corrective measures are applied.
7. Utilizes judgment in permitting field changes in matters not requiring engineering re-design; for more significant field changes beyond inspector's authority, consults with appropriate supervisor or engineer and transmits these instructions to contractor.
8. Performs basic standard drafting and mapping; updates maps and survey notes; performs engineering calculations; keeps records and logs, including details and progress of construction work; makes monthly estimates of quantity of construction completed; and prepares a variety of reports.
9. Maintains daily log to document construction activities.
10. Prepares and submits oral and written reports.
11. Compiles, processes and evaluates a variety of hydrologic and engineering data.

12. Administers cross control and grease trap programs for compliance with District and state rules and regulations.
13. Operates a District vehicle to travel to and from sites in connection with inspection duties; operates a digital camera to record field conditions; uses mobile radio to communicate with others. Uses a computer for e-mail communication, word processing, spreadsheet entry and record keeping as required.
14. Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: The methods, materials, equipment and tests used in the construction and installation of pipelines and structures; appropriate standard specifications; surveying principles and methods as applied to construction work; relevant OSHA regulations and safe work practices.

Skill in: Making accurate mathematical calculations relative to construction and survey; operating a surveying level GPS units, computer, mobile radio, and various camera equipment.

Ability to: Carry out thorough and complete field inspection activities; effectively represent the District; read and interpret engineering drawings, construction plans and specifications, and work orders; use computer programs including word processing, spreadsheet, project scheduling, and presentation software; make volume, leakage, quantity and other mathematical calculations; communicate effectively, both orally and in writing; maintain detailed, complete and accurate records; prepare clear and concise written reports; establish and maintain effective working relationships with those contacted in the course of the work; and work independently and reliably in the field.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members, the public, contractors and developers; sit for extended periods of time when performing office tasks; walk, climb and negotiate uneven terrain; climb, ascend and descend ladders, steps and embankments; crawl or climb into large pipelines and confined spaces; lift, push, pull and carry up to 50 lbs.; use hands and fingers to handle objects and controls; and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outside: Works outdoors under a variety of climatic and geographic conditions. Frequently drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow to extreme heat.
- Inside: Job activities are performed indoors in a temperature-controlled environment.
- Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.
- Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

EDUCATION AND EXPERIENCE

Education/Certification: High school diploma, or its equivalent, including course work in algebra and geometry. Supplementary college course work in mathematics, drafting, surveying and pre-engineering is highly desirable. College education in an approved pre-engineering or related curriculum may substitute for up to two years of the experience requirement.

Must possess, or be able to obtain within one year of employment, a California Water Distribution Operator, Grade 3 certification.

Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience: Three years of increasingly responsible experience in the construction trade or the engineering technician field.

Work Hours: Flexible schedule between 7:00 a.m. to 4:30 p.m., Monday through Friday. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.