

Safety Sensitive

DEPARTMENT:
Construction

SUPERVISED BY:
Senior Construction Manager

FLSA STATUS:
Non-Exempt

JOB SUMMARY:

The Construction Inspector (CI) performs responsible office and field duties within the Construction Department. Assignments may include review and inspection of construction projects associated with Development, District Capital, and Alliance (Capital and R&R). Duties may consist of work involving basic survey and construction inspection, along with collecting and maintaining engineering data using a Geographic Information System (GIS). The position supports District & consultant engineers, project managers, and construction managers by performing calculations, information gathering, and record keeping. The CI is knowledgeable in construction documentation, general civil engineering principles, project management, and District and state specifications. Reviews and advises on regulations and safety standards, stops operations of unsafe installations, and provides technical information to the public, contractors, and industry representatives. Position requires good oral and written communication skills in order to be successful.

DISTINGUISHING FEATURES:

This is the first journey level in a two-level job family within the Construction Department. This position performs varied work with moderate complexity under limited supervision and within general guidelines. Independent judgment is required to analyze situations, make decisions, and/or recommend the most appropriate course of action.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Equipment, methods, materials, and techniques used in constructing, repairing, and maintaining sewer collection systems, including pump stations.
- General construction zone traffic control standards and practices.
- District standard specifications and details for design and construction of sanitary sewers, including pumping stations.
- WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.
- Construction documentation and processes (contracts, submittals, RFI's, pay requests, change orders, etc.).

Skill In:

- Communicating technical information accurately and in a clear and concise manner, both orally and in writing.
- Use of a personal computer and mobile devices (phone/tablet), including Microsoft Office Suite, Excel, Word, Outlook and SharePoint, and other software applications, including Bluebeam Review, Flowfinity).
- Use of comprehensive, computer-based software systems (e.g. ArcGIS, Project Management, construction management).
- Processing and analyzing data and information accurately with close attention to detail.

Ability to:

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- Perform routine inspection processes and fieldwork such as tracking force account work, reviewing approved material submittals, and construction acceptance and testing, including compaction, vacuum, water tightness, and CCTV.
- Identify, collect, and electronically document and maintain accurate, clear and concise field data and project records for construction activities. Maintain organized documents and files, including record drawing data and information.
- Review and interpret construction staking.
- Review, understand, and enforce contract plans and specifications in the field as construction progresses.
- When applicable, review and understand EJCDC (Engineers Joint Contract Documents Committee) construction documents.
- Read and apply relevant federal, state, and local laws, codes, regulations, policies, procedures, and standards as they apply to wastewater collection systems.
- Perform mathematical calculations accurately and in a timely manner, such as daily quantities and pipe slope.
- Perform technical research, gather and analyze data and information from a variety of sources, and draw logical conclusions.
- Resolve routine construction issues effectively and in a professional manner.
- Understand and follow directions and effectively adjust to changing priorities.
- Problem-solve and multi-task.
- Exercise good judgment and be decisive in taking action and making decisions.
- Effectively communicate technical information, in person and in writing, with the public, contractors, engineers, developers, co-workers, and supervisors in a professional, comprehensive, and effective manner.
- Exercise skill and diplomacy in establishing and maintaining professional and respectful working relationships.
- Be assertive and ask for clarifying information and instruction when necessary.
- Resolve conflicts and deal with stressful situations in a professional manner.
- Safely work in and around traffic and active construction sites.
- Pass all required safety training classes, understand occupational hazards, apply related procedures, and take necessary precautions to safely perform the work.
- Organize and manage workload and time, and prioritize tasks to meet changing priorities and deadlines.
- Collaborate, listen, and appreciate diverse perspectives in a team environment.
- Be dependable and punctual in reporting to work as scheduled.

EDUCATION & EXPERIENCE:

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities to successfully perform the job. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or equivalent.
- One year of directly related experience with knowledge of piping and pumping systems

WORKING CONDITIONS:

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Employees in this class work in both office and field environments, including travel to remote work sites. Requires strength and mobility to walk, climb, and crawl while making inspections, frequently in inclement weather conditions. Sufficient agility to navigate uneven terrain and slippery surfaces both indoors and outdoors is required. Requires daily travel, driving a motor vehicle to inspection sites within the District's service area. Must have the ability to occasionally lift and carry up to 50 pounds, access facilities, including confined spaces and field construction sites. Requires corrected vision sufficient for the use of computers, reviewing plans, reading gauges, and other detailed documents. May be exposed to a variety of health and safety conditions, including toxic, corrosive, and combustible fumes and chemicals, high voltage equipment, and raw sewage. Special care and consultation with the District Health & Safety Coordinator will be performed prior to working around any conditions that may be deemed unsafe.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Employees in this class work under the general supervision of the assigned program manager, who assigns and reviews work through formal and informal discussions, review of created reports, and other documentation or discussion of issues as they occur.

Project/Construction Management. Typical tasks: Understand, plan, develop, and maintain tracking processes and documentation supporting assigned capital projects and all aspects of design and inspection activities for one or more projects. Coordinates with other departments, agencies, and utilities on capital projects and contract administration issues. Ensures that contractors, utilities, and other organizations meet specifications. Reviews design plans and specifications for conformance to job requirements. Prepares, develops, and checks contract provisions and design agreements. Attends pre-construction conferences and participates in progress meetings. Coordinates inspection activities with contractors, other departments, and external agency personnel. Creates project punch list and monitors completion, including final project acceptance. Participates in conferences and training sessions to learn new rules and code changes. Utilizes computerized project management tracking systems and related programs to accomplish the work.

Inspection. Typical tasks: Inspect the construction of sanitary sewer collection systems and related work during various stages of construction for compliance with contract plans and specifications and applicable codes, laws, rules, and regulations. Performs inspections related to pretreatment requirements associated with Fats, Oils, and Grease (FOG). Inspection services for side sewer connections. Plans, prioritizes, organizes, and conducts inspection work independently. Understands and utilizes procedures, methods, and equipment for testing of materials and workmanship (e.g., air, mandrel, compaction). Measures, computes, and tracks construction quantities (delivered and installed) and force account work performed; reviews project pay estimates. Approve or reject installations or alterations. Re-inspect installations after corrections have been made. Inspects and observes other agencies, utilities, and contractors to ensure the protection of District facilities. Reviews and applies changes in codes, laws, rules, and regulations to inspections and investigations. Inspections may include those for District Capital and Development projects. Also, may be required to assist with inspection of Alliance Capital and R&R projects.

Recordkeeping and Reporting. Typical tasks: Plans, develops, and maintains complex office and recordkeeping sequences and systems. Documents work activities, construction observations, measurements, and work progress in the field and office. Enters inspection and testing data and information into engineering systems electronically. Maintains a variety of electronic records and

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documentation, including a daily diary of instructions and directions given, field conditions, staff and equipment present, and weather. Prepares a variety of written reports and correspondence, including an inspector daily report and substantial and physical completion letters. Collects and archives field data using geo-mobile and mobile equipment, maintains as-built notes, sketches, and information for record drawings.

Enforcement. Typical tasks: Makes observations and analyzes information obtained from inspections, measurements, and testing to detect deviations from plans, specifications, codes, laws, rules, and regulations. Works to resolve compliance issues with contractors, developers, and owners; supports negotiation or upper-level resolution and acts accordingly. Document and communicate violations through various means, up to and including issuing notices to comply and stop-work orders, in a timely and tactful manner.

Customer Assistance. Typical tasks: Responds to general inquiries and complaints from the public regarding assigned projects. Acts as a District liaison for residents affected by projects. Responds to inquiries from stakeholders on codes, laws, rules, and regulations regarding sanitary sewer installations.

Other Duties. Typical tasks: Comply with District policies and procedures. Safely operate motor vehicles. Proactively seeks out information and training to maintain current knowledge of relevant regulations, policies and standards. Maintain and manage control of written and electronic records in an organized manner. Perform other duties as assigned.

RELATIONSHIP WITH OTHERS:

The CI communicates several times per day with a variety of stakeholders and customers by telephone, email, and in person to schedule and conduct inspections, interpret and explain code and regulations, receive and resolve complaints, and make recommendations. Communicates regularly with Senior Construction Manager (SCM) and Construction Managers, Engineering staff, Operations and Maintenance staff, contractors, vendors and consultants.

SUPERVISION:

Exercised: N/A

Received: The employee in this position works independently, receiving assignments and general direction through regular contact by telephone, email, and in-person with the SCM and Construction Managers and Engineering staff.. Work performed is reviewed through various reports, permit and license activity, occasional observations, and regular communication. The position works under the direct supervision of the SCM, who will conduct a formal evaluation of the work at least annually through the performance appraisal process.

SPECIAL REQUIREMENTS:

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- Pass and maintain all required health and safety training and certifications, including but not limited to:
 - Fall Protection
 - Trenching, Excavation & Shoring
- Possess and maintain a valid state-issued driver's license with good driving record.
- May require certifications for specialty testing or inspection.
- Maintain appropriate physical fitness to perform essential job functions.
- Occasionally, be available to work overtime and off-shift hours, including weekends and evenings, to support work as needed.
- This position is designated as safety-sensitive and is subject to pre and post-employment drug and alcohol testing. Final offer of employment is contingent upon successful completion of a pre-employment physical and reference check.