



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd

San Rafael, CA 94901

(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Inspection Superintendent	Range 34: \$8,020-\$10,235 per month (FY11-12)	July 1, 2011	2a
NOTES	Position reclassified from range 32 to 34 and title updated from Inspection Supervisor on February 17, 2010.		

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated individual who will, under general direction from the District Engineer, direct, lead, and ensure correct use of equipment and personally perform a variety of tasks relating to inspections of new construction and repairs to public sewer mains and private sewer laterals performed by contractors or other agencies. This is the lead position of the inspection class series. The Inspection Superintendent is knowledgeable in all tasks required of the inspection series and is responsible for training, scheduling and leading the crew; has specialized responsibilities, including but not limited to ensuring that all safety practices are strictly adhered to.

The successful candidate will have the knowledge to read and interpret plans and specifications, and the ability to perform civil, structural, mechanical, and electrical inspections on a variety of facilities and construction projects. This position will be required to prepare accurate and detailed sketches of sewer locations and for use in communicating with other District personnel as well as District consultants.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under general supervision:

Knowledge of:

- The District's principles, goals, and ordinances.
- Construction practices, procedures, methods, materials, tools, equipment, and supplies as applicable to the construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to the inspection and regulation of construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Civil, structural, mechanical, and electrical engineering as it relates to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Safety hazards and appropriate precautions per Cal-OSHA and OSHA safety regulations applicable to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Operation, materials, and methods of sewage collection, treatment, and construction.
- Surveying and drafting procedures, instruments and equipment.
- Safe work practices
- Mathematics as it applies to construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Record keeping and report writing practices.
- Personal computers and applicable business software.
- Basic supervisory communication techniques.

Duties & Responsibilities:

- Perform civil, structural, mechanical, and electrical inspections on a variety of facilities and construction projects.
- Conduct survey functions, including horizontal and vertical locations, for comparison to plans.
- Assess the safety precautions taken on sewer construction sites, and enforce District specifications.
- Verify air tests and the proper cleaning of sewer lines.
- Check backfill materials to assure proper compaction.
- Perform duties and responsibilities of resident engineer.
- Read and interpret plans and specifications.

- Keep accurate records of all work performed.
- Make field sketches of completed work.
- Maintain job records, permits, as-built plans, and test reports.
- Prepare full progress reports of work performed.
- Review and prioritize daily work assignments and work reports; adjust planning schedules as needed; advise District Superintendent of scheduling problems, priorities, and other concerns regarding inspection activities.
- Assist in checking and approving construction plans of new public and private sewers.
- Inspect and Investigate complaints and sewage discharge violations.
- Answer questions and respond to requests from public or private agencies concerning sewer problems, location of main sewer lines and private laterals, sewer line repairs.
- Upgrade and maintain District map inventory, using both hand and computer drafting methods.
- Enforce proper use of all safety equipment, practices and overall safety policies, regulations, and procedures; and reports unsafe conditions and practices.
- Perform emergency and overtime work, which may include evenings, weekends, and holidays.

Abilities:

- Communicate effectively, both orally and in writing, with those contacted in the course of work.
- Understand and accurately carry out written and oral directions.
- Take instruction and feedback with a cooperative and positive attitude.
- Maintain accurate records of field observations and prepare clear and concise reports.
- Establish and maintain cooperative working relationships using tact and diplomacy.
- Develop a cohesive and positive team environment between the Inspectors and other District crews.
- Interpret construction drawings and specifications.
- Prepare sketches of sewer locations and maintain accurate records.
- Operate a variety of computer programs.
- Recognize and deal with the hazards encountered in the course of work.
- Learn and observe all appropriate safety precautions as required by the District.
- Work shift, weekends, holidays and overtime as assigned/required.
- Attend educational classes as required.

EDUCATION/EXPERIENCE REQUIREMENTS

At least Six years of journey-level experience in sewer, maintenance, industrial and/or public works construction.

Equivalent to the completion of twelfth grade supplemented by courses in algebra, geometry, trigonometry, drafting and surveying.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Motor Vehicle Operator's license at the time of application and maintain a valid license throughout employment.

Possession of a valid Grade III Collection System Maintenance Certificate issued by the California Water Pollution Control Association.

PHYSICAL REQUIREMENTS

- Ability to work in a standard office environment.
- Sit, Stand and Walk
- Kneel, Crouch, Squat, Stoop, Reach, Crawl, Twist, Climb
- Lifting up to 50 pounds
- Be able to distinguish color
- Be exposed to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens and explosive materials
- Other requirements as necessary or directed