



**ROSS VALLEY SANITARY DISTRICT**  
2960 Kerner Blvd  
San Rafael, CA 94901  
(415) 259-2949 ~ [rvsd.org](http://rvsd.org)

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## JOB DESCRIPTION

TITLE	SALARY	DATE	REVISION
Inspector	Range 23 \$6,112-\$7,801/month (FY11-12)	July 1, 2011	2a
<b>NOTES</b>	The Inspector position was created and approved in February, 1995. Under supervision, this position performs inspections to ensure compliance with approved plans and enforcement of District regulations relating to construction of public and private sewers, collection system pumping stations, and related appurtenances.		

### 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.

Under supervision, this position will perform inspections to ensure compliance with approved plans and enforcement of District regulations relating to construction of public and private sewers, collection system pumping stations, and related appurtenances. Lead supervision is provided by the Inspection Supervisor/Superintendent. Inspector is the journey-level position of the Inspector class series and employees in this position are distinguished from the Inspection Supervisor/Superintendent position in that the Inspector position does not lead an inspection crew(s). Duties will depend upon assignment and involve both office and field assignments. 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

### ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

Under supervision:

Knowledge of:

- The District's 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, including County Health Codes related thereto.
- 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.

#### Duties & Responsibilities:

- Assist the District Engineer in checking and approving construction plans for new public and private sewers.
- Inspect new construction and repairs to public sewer mains and private sewer laterals performed by contractors or other agencies.
- TV the public sewer to locate side sewer connections for public sewer replacement.
- Document site/neighborhood conditions prior to start-up of public sewer replacement/construction project.
- Assist with preliminary job/project layout.
- Perform civil, structural, mechanical, and electrical inspections on a variety of facilities and construction projects.
- Interpret general standards, plans and specifications.
- 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.
- Review methods of construction to determine their adequacy in relation to standards.
- Observe work in all stages of progress, including excavation, pipe laying, service connecting, backfilling and compaction to assure compliance with specifications and standards, and for approval of authorized construction.
- Verify air tests and the proper cleaning of sewer lines.

- Check backfill materials to assure proper compaction.
- Read and interpret plans and specifications.
- Inspect all materials and verify all soil tests.
- Perform TV inspections with the District's equipment and interpret TV inspections done by subcontractors.
- Prepare and submit 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.
- 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.

**Abilities:**

- Read plans and make difficult and thorough field engineering construction inspections.
- Communicate effectively and clearly 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.
- Read blueprints.
- Interpret construction drawings and specifications and do preliminary job/project layouts.
- Perform and interpret TV inspections of sewer lines.
- 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**

Four 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 is highly desirable.

**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 II Collection System Maintenance Certificate issued by the California Water Pollution Control Association within two years of appointment to the position or be terminated.

## **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