



Ross Valley Sanitary District Inspector

DEFINITION

Under general supervision of the Inspection Supervisor, the Inspector performs advanced, complex, and critical inspections and completes mapping requests. Working independently with minimal oversight, the Inspector is responsible for ensuring compliance with District regulations and codes related to repair of District infrastructure and constructions of private sewers, collection system pumping stations and related appurtenances, and for ensuring that safety measures are applied at job sites; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Inspector is a journey-level position that exercises technical and functional oversight in the field, inspection of public and private sewer related to construction and repair work.

SUPERVISION RECEIVED AND EXERCISED

The Inspector reports to the Inspection Supervisor. There are no direct reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include but are not limited to the following:

- Check and review construction plans for construction and repair on public and private sewers.
- Perform civil, structural, mechanical, and basic electrical inspections on construction and repair on District sewer mains, and private sewer laterals performed by contractors or other agencies.
- Communicate status of work to Inspection Supervisor and co-workers as appropriate.
- Check surveys and plans for accuracy and document site conditions prior to start of construction.
- Inspect construction and backfill materials in all stages of progress to ensure compliance with District specifications, standards, ordinances, and for approval of authorized construction.
- Read and interpret construction plans, documents, and specifications.
- Ensure compliance with District and regulatory standards, plans, ordinances, and specifications regarding construction methods, equipment, workmanship, and quantity and quality of materials used in the project.
- Prepare and maintain records, reports, and documentation required by

- regulatory agencies and District policy.
- Confer with contractors' field representatives regarding either work or materials that deviate from plans and specifications; ensure approved corrective measures are applied.
 - Verify that Cal-OSHA approved safety precautions are practiced when on construction sites.
 - Perform and interpret CCTV inspections of sewer lines; interpret and evaluate CCTV inspections done by subcontractors.
 - Inspect and investigate complaints and sewage discharge violations.
 - Verify proper testing methodology of air, soil, and vacuum tests, and proper CCTV televising of sewer lines.
 - Prepare inspection reports and field sketches of sewer locations, preliminary project layouts, and monitor that work is performed within required timelines.
 - Maintain records of field observations, permits, test reports, as-built plans and prepare reports.
 - Provide customer service to residents, contractors, and representatives of private and public agencies.
 - Perform GPS field work for maintaining District mapping.
 - Document and keep routine records and reports of maintenance and repair activities using Computerized Maintenance Management System (CMMS).
 - Input map changes and GPS locations into CMMS.
 - Attend department and District meetings.
 - Perform basic maintenance on equipment and vehicles.
 - Observe all safety precautions as required by regulatory agencies and the District; including using personal protective equipment and following hazardous communication policies and procedures.
 - Keep up to date with industry standards and regulatory compliance by participating in professional development and training.
 - May work shift, weekends, holidays and overtime as assigned or required.
 - Perform other duties as assigned.

REQUIREMENTS

Knowledge

- Operation of sewage collection, and construction of public and private sewers, collection system pump stations, and related appurtenances.
- Time management and project management.
- Principles and practices of wastewater collection system construction and inspection.
- Use and maintenance of, vehicles, and tools utilized in inspection and location activities.
- Safety regulations, standards and procedures in wastewater collection system repair and installation.

- Basic English language, both spoken and written.
- Mathematics and calculations used in construction and wastewater industry.
- Use of Microsoft Office Suite software, including intermediate Access and Excel, SQL, and computer software used in wastewater industry.
- District ordinances, policies and procedures, standard specifications, Lateral Replacement Grant Program (LRGP) and permitting process.
- Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to inspection and location.
- Mapping methods and procedures, instruments and equipment.
- Electronic record keeping and report writing practices.

Skills and Abilities

- Maintaining work records, analyzing data, and preparing reports.
- Performing all tasks related to inspection of District's wastewater collection system and related appurtenances.
- Reading and interpreting maps, construction drawings, and documents.
- Operating field computers and other standard office equipment.
- Operating a motor vehicle safely.
- Communicating assertively and professionally in a confrontational environment and managing conflict.
- Understanding and carrying out written and oral instructions.
- Reading and interpreting documents such as safety rules, construction plans, specifications, work orders, and procedure manuals.
- Performing mathematical calculations as applied to construction of public and private sewers.
- Proficient in Microsoft Office Suite.
- Competent in making map changes and in use of Computerized Maintenance Management Systems (CMMS), report production.
- Proficient in analysis and interpretation of data; Recognizing, mitigating, and correcting unsafe conditions.
- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Completion of the twelfth grade, or its equivalent.
- Coursework in algebra, geometry; mapping is highly desirable.
- Four years of journey-level work experience in sewer, maintenance,

industrial, and/or public works construction in public agency or private sector.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations are required:

- Grade II Collection System Maintenance Certificate from the California Water Environment Association; must renew and maintain certification.
- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's vehicle liability insurance company's driving standards.

Failure to maintain these standards may result in loss of employment.

PHYSICAL WORKING CONDITIONS

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

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

PRE-EMPLOYMENT REQUIREMENTS

A physical examination is required.

FLSA Status: Non-exempt

Bargaining Unit: Represented, AFSCME Local 2167

Approved by: Ross Valley Sanitary District Board of Directors

Date: September 18, 2019