



Inspection Supervisor

Department: Engineering
FLSA Status: Non-Exempt
Salary Grade: 29

SUMMARY DESCRIPTION

Under general direction of the Engineering Manager-Development Services, the incumbent is a working supervisor and responsible for the construction inspection of new development facilities, District wide facility location, and supports the coordination of Capital Improvement Facility project inspection and Construction Management. Provides leadership and supervision across multi-functional groups, performs a full range of services, many highly complex and sensitive in nature, related to facility inspections, engineering projects and other services. Duties include: Planning, assigning, and supervising work; training staff; working with management, other departments, legal counsel, and other organizations to accomplish workgroup, department and agency objectives; preparation and administration of responsible budgets.

ESSENTIAL DUTIES

1. Supervise staff to include: Assisting with goal setting, assigning and monitoring work, training or ensuring staff are trained, setting performance standards, conducting performance evaluations, resolving conflicts, coaching staff, reviewing time sheets, and making hiring and disciplinary recommendations.
2. Supervise and participate in developing and implementing plans, work processes, procedures, and work standards to attain annual goals and objectives.
3. Provide day-to-day leadership and work with staff to ensure a high performing, customer service-oriented work environment that encourages employee involvement, continuous improvement, and innovation.
4. Prepares and monitors budgets for the cost centers for functional areas within area of responsibility.
5. Reviews improvement plans, grading plans, maps and easements to ensure completeness and conform to Padre Dam and Water Agencies Standards (WAS) as applicable, as well as Bid Documents and improvement plans for Capital Improvement projects.
6. Ensures all required documents and agreements for projects are in compliance with policies, standards, laws, and regulations when submitted; reviews required insurance and bond certificates to protect Padre Dam's interests.
7. Prepares and reviews special agreements and prepares reports for the Board and for management.

8. Coordinates project activities with inspectors, locators, operations staff, engineers, developers, contractors, and other governmental agencies and establishes conditions for developing private development facilities in Padre Dam.
9. Works with legal counsel, other organizations, property owners, management, and other departments to resolve project issues to meet standards as they arise.
10. Responds to and resolves customer inquiries and complaints; researches and responds to difficult customer account problems.
11. Reviews Development and Capital Improvement plans/details, submittals, specifications, contact documents, and soils reports.
12. Confers with Padre Dam inspectors, operations staff, engineers and contractors regarding work or materials that deviate from plans and specifications and ensures that approved corrective measures are applied.
13. Provides constructability reviews of proposed District Capital Improvement projects
14. Oversees and provides direction to staff on locates and mark-outs ensuring compliance with applicable related performance requirements and continual use and advancement of locates tracking tools including GIS.
15. Provides coordination and schedule compliance with Contract Inspection Services and Construction Management Services provided by District staff and District Consultants.
16. Inspects and approves private developer and Capital Improvement Projects contracted construction projects relating to earthwork, concrete, masonry, pipeline, steel fabrication, welding, manholes, outlet assemblies, valves, meters, structure pipeline, steel tanks, pump stations, lift stations, paving, and landscaping.
17. Assures that staff maintains records of progress and details of construction work and maintains daily reports and project record drawings.
18. Performs construction management activities to include preparing daily progress reports, extra work and change order requests; writing related correspondence, authorizing progress payments, accepting work on behalf of Padre Dam, signing off on projects, and responding to after-hour emergencies.
19. Reviews survey data and procedures to see that line, grade, and locations have been properly established and that they are adhered to during construction.
20. Monitors the disinfection / chlorination of facilities and ensures BMP's are in place for water discharges.
21. Sets and demonstrates inspection and location standards.
22. Provides review of material submittals, Pay requests, Requests for information, Construction Change Orders, and tracks these items.
23. Maintains databases to track construction documents and monitor the approved process.
24. Project and Construction Management may also include management of external consultants and contract management associated with Capital Improvement Projects.
25. Performs other duties of a similar nature or level as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Supervisory & management theories and principles;
2. Budgeting theories and principles;
3. Engineering theories and principles;

4. District water, sewer, and recycled water rules and regulations;
5. Applicable laws and regulations;
6. District policies, procedures, and practices applicable to development services;
7. Land development principles and laws;
8. Basic construction terminology;
9. Sound business communication practices and etiquette;
10. Office practices and procedures including recordkeeping and filing;
11. Drafting standards and practices;
12. Mathematics including geometry, trigonometry, and statistics;
13. Safety procedures;
14. Construction materials, techniques, and practices;
15. Material testing procedures;
16. Facility location techniques;
17. Public Works Standards of Construction.

Skills/Abilities:

1. Customer service;
2. Monitoring and evaluating staff;
3. Prioritizing and coordinating technical activities;
4. Reading and interpreting blueprints;
5. Inspecting construction projects;
6. Reviewing survey data;
7. Locating Padre Dam facilities; Testing materials;
8. Setting and establishing work standards;
9. Managing multiple projects;
10. Administering contracts;
11. Checking and reviewing plans;
12. Estimating project costs;
13. Using computers and related specialized computer applications, including computer-aided design;
14. Using diplomacy, tact, and firmness in dealing with the public;
15. Establishing and maintaining effective relationships with those contacted in the course of work; communication, interpersonal skills as applied to interaction with co-workers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction;
16. Adhering to established procedural and safety requirements of the job as a constant job behavior and to use good judgment in responding quickly and reasonably to unanticipated problems (including personal safety).

Training/Experience Required:

1. Completion of coursework beyond high school related to mathematics, mapping, plan checking, and/or construction, and five years experience performing construction inspection and plan checking activities, including subdivision plans, maps and easements, and Capital Improvement Plans, including a minimum of 3 years of supervisory experience; Bachelor's degree in engineering or a related field preferred.

OR

2. An equivalent combination of education and experience sufficient to perform the essential duties of the job.

Licensing Requirements:

1. Valid California driver's license.
2. Water Distribution Operator Grade D-3 certificate from the State of California, Dept. of Health Services within three test cycles of date of hire.

Safety Priorities:

1. Knowledge of General Office and field safety.
2. Proper reporting of safety violations, accidents and injuries, occupational hazards and standard safety practices, procedures and regulations.
3. Completes required and assigned safety and training assignments in a timely manner;
4. Understands proper lifting techniques, ensures that staff is adequately trained in general office safety.
5. Reads, understands and complies with District safety policies; attends staff safety meetings; reports all accidents, violations or infractions as required; ensures that departmental functions are carried out in a safe and efficient manner.
6. Has the ability to work in a safe and efficient manner and ensure that all safety training is completed by staff.

Physical Requirements:

1. Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, feeling, talking, seeing, and repetitive motions.
2. Sedentary to medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than 10 lbs., and the worker sits most of the time, the job is rated for Light Work.
3. Incumbents may be subjected to chemicals, oils, extreme temperatures, and inadequate lighting, moving mechanical parts, electrical currents, vibrations, odors, dusts, and travel.

Classification History:

Date: 01/13, 10/20, 04/22