



Oversees, inspects, and ensures the safe and proper installation of sewer mains, trunk lines, services, lift stations, including related structures, equipment, and appurtenances.

Schedules and coordinates shutdown of city and district facilities affected by repairs or connections and ensures all facets of shutdown and connections/repairs comply with District standards and specifications.

Oversees, inspects, and ensures the safe and proper installation of storm drain systems.

Inspects and determines that facilities constructed within the city are in compliance and conformance with the approved plans, specifications, rules, regulations, and performance standards.

Check rough and finish grading; installation of sewer mains and laterals; water transmission, water distribution and water services; and storm drainage lines, streets, curbs, gutters, street lighting, traffic signals, and other facilities.

Conduct inspections of abandoned wells, septic tanks and other facilities.

Perform administrative closeout of private development projects, including but not limited to: obtaining final soils, final BMP certifications reports, verifying completion of project punch lists, completing as-built process, and completing the securities release process.

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work under deadlines with constant interruptions; perform multiple, concurrent tasks; interact with staff and other organizations; and interact with dissatisfied or quarrelsome individuals.

Maintains and develops project documentation through daily reports; records and maintains project files; documents and records information on project drawings; reviews, files and maintains shop drawing submittals; incorporates change orders; submits and reviews monthly pay estimates; reviews contractor change orders and makes recommendations for changes.

Reads, evaluates and interprets blueprints to ensure compliance and conformance by the contractor.

Issues enforcement actions and/or "stop work notices" for non-compliance with grading, improvements and storm water compliance.

Documents progress and details of construction work with daily reports, digital photographs, field notes and all other project records.

Enforce routine on-site safety.

Schedules and facilitates preconstruction conferences and progress meetings with contractors, consulting engineers, developers, city staff, district staff and others.

Communicate, negotiate and resolve issues effectively in the field as necessary.

Respond to and resolve citizen complaints.

## **REPORTING RELATIONSHIPS:**

This position reports to a Municipal Projects Manager and Senior Construction Inspector. May assist in training of Construction Inspector I's.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Basic fundamentals of civil engineering.
- Proper construction techniques and use of materials.
- Applicable state, federal, and local codes and regulations.
- Contract administration and project management process and practice.
- City procedures for conduct of inspections, reporting of deficiencies and notice of corrections to be made.
- Procedures for estimating construction cost.
- Project management techniques and strategies.
- Water system operation, installation and applicable district procedures.
- Construction materials and equipment including their proper application and use.
- Laws, statutes, codes and ordinances governing water facility construction projects including ACI, NEC, AWWA, ASTM, federal, state, county and local regulations.

### **Ability to:**

- Read and understand engineering plans and specifications.
- Properly inspect workmanship and materials.
- Prepare construction cost estimates.
- Understand and carry out oral and written instructions.
- Enforce compliance with plans, specifications, ordinances and codes.
- Make sound field decisions and interpretations.
- Communicate clearly and concisely, both orally and in writing.
- Determine the status of construction work and verify adherence to contractual obligations.
- Establish and maintain professional relationships with those contacted in the course of work.
- Read, interpret and apply contract language as needed for projects.
- Assist in the development, management and inspection of projects.
- Use computer for spreadsheet, project management and word processing applications.

## **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience that could likely provide the required knowledge, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of construction inspection experience similar to that of a Construction Inspector I at the City of Carlsbad.

Education equivalent to completion of twelfth grade supplemented by specialized training in public works engineering and construction.

Possession of a Water Distribution 2 (D2) Certification or ability to obtain within 2 years of start date.

Possession of a Qualified SWPPP Practitioner Certification (QSP) or ability to obtain within 3 years of start date.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License.

**PHYSICAL STANDARDS:**

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret information and documents; analyze and solve problems; use arithmetic and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, contractors and others encountered in the course of work.

Employees in this class must have the ability to work in a standard office environment with frequent exposure to the outdoors, and in areas of unstable footing. Ability to travel to different sites and locations, attend meetings, and work under pressure.

DATE APPROVED: March 7, 2023