



LEAD ENGINEERING INSPECTOR

Job Status: Non-Exempt
Date Adopted: 01-2015
Date Modified: 03-16-2023

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs a variety of quality control, compliance and safety inspection duties of water, sewer, and recycled water systems to ensure compliance with District's Construction Standards; inspections of industrial users to ensure compliance with the District's Pretreatment/Source Control Program and inspection to ensure compliance to the District's Cross-Connection Control Program in accordance with Title 17 and 22 of the California Code of Regulations.

DISTINGUISHING CHARACTERISTICS

The Lead Engineering Inspector is an advanced journey working level classification. At this level, incumbents perform the most complex and specialized work tasks while exercising broader discretion and independent judgment within established guidelines. At this level, incumbents shall have knowledge and proficiency in two or more disciplines (Construction, Industrial Waste, or Cross-connection).

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Senior Associate Engineer and/or the Engineering Manager (Capital & Development).

Technical or functional work direction may occasionally be provided to Engineering Inspector I/II by the Lead Engineering Inspector.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

General:

1. Be familiar with District, local, and national codes, standards, ordinances, and regulations.
2. Reads, reviews, analyzes, and evaluates plans and specifications.
3. Communicates and coordinates construction activities with all project stakeholders, including contractors, developers, city inspectors, utility agencies, and affected property owners throughout the inspection process.
4. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
5. Regular attendance at the work site.

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Construction Discipline:

1. Perform a constructability review by comparing construction documents, standards, and site conditions before the start of construction.
2. Inspects work quality and materials used at various construction sites within the District service area; verifies contractors are properly licensed and ensures compliance with applicable plans, codes, standards, ordinances, and regulations.
3. Communicates and coordinates construction activities with all project stakeholders, including the contractors, developers, city inspectors, utility agencies, and affected property owners throughout the construction process; observes and coordinates with all stakeholders to ensure that safety procedures are followed, and proper materials are used throughout the construction process.
4. Conducts pre-construction meetings with developers and contractors.
5. Reports possible safety violations, including traffic control, trench shoring, Cal/OSHA, and other safety regulations at job sites.
6. Prepares inspector's daily report and periodic progress reports on construction projects and installation work.
7. Maintain accurate and up-to-date as-built drawings to depict the current status of projects; records drawings, hydrostatic test data sheets, concrete cylinder test data sheets, and various miscellaneous reports as needed.
8. Assists in locating water, sewer, and recycled water lines; informs USA Locates organization and other entities of facility locations during the construction phase.
9. Schedules and coordinates shutdowns of water systems for construction and emergencies.
10. Assist contractors in obtaining District supplied materials through coordination with the District warehouse.
11. Supervises and observes hydrostatic pressure testing of newly installed water mains and air testing of newly installed sewer systems to verify proper installation in accordance with approved engineering specifications.
12. Observe disinfection of newly constructed pipeline, obtain water samples at construction sites, and test for chlorine content to ensure work is in accordance with approved engineering specifications.

Industrial Waste Discipline:

1. Conduct site inspections of sewer user industrial processes including, but not limited to, metal finishing, electrostatic painting, and pharmaceutical manufacturing; collect wastewater discharge samples and sends them to the laboratory for testing.
2. Identifies and categorizes sewer dischargers by the manufacturing process or materials used for applicable federal regulations; evaluates potential to harm a downstream wastewater treatment plant or discharge of pollutants into local rivers.

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Industrial Waste Discipline (continued):

3. Analyzes laboratory test results, issues notices of violations, and conducts other enforcement activities related to actual or potential threats to a sewage treatment plant or water quality.
4. Issues and renews industrial sewer use permits; conducts enforcement actions related to technical or reporting violations of District ordinance or permit requirements; maintains master database records of inspection and permitting activities.
5. Conducts research and compiles analytical data; writes technical compliance reports and provides copies to the Inland Empire Utility Agency as it relates to the operation of their wastewater treatment plant; provides information for inclusion in reports to State and Federal monitoring agencies.
6. Conducts plan check reviews to ensure proper design and installation of required pretreatment equipment by industrial dischargers; makes field inspections of plumbing system upgrades.
7. Conducts various special investigations of sewer odors and illegal discharges; issues citations to industries found to be violating applicable standards.
8. Stays abreast of new trends and innovations in the field of industrial waste and changes to Federal regulations; conducts Internet research and reviews printed literature describing details of industrial manufacturing processes.
9. Prepares various written correspondence to industrial users, including informational policy letters, written warnings, notices of violations, and other administrative or technical directives.

Cross-Connection / Recycled Water Discipline

1. Inspects and tests new backflow prevention assemblies installed by contractors or others for compliance with District standards and requirements.
2. Tests and maintains all backflow prevention assemblies belonging to the District or the City of Rancho Cucamonga.
3. Conducts site surveys and/or inspections of customer properties to determine the need for backflow prevention; maintains surveillance of the District to ensure against unauthorized connections.
4. Performs shutdown testing of all recycled water facilities in conjunction with the San Bernardino Department of Health to ensure no cross-connections between the domestic potable and recycled water systems.
5. Assists in preparing engineering reports to the Division of Drinking Water regarding new recycled water services or conversions from potable to recycled water.
6. Conduct annual site inspections of all recycled water facilities to ensure all sites in the District comply with the California State Title 22 regulations.

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Cross-Connection / Recycled Water Discipline (continued):

7. Performs detailed building and facilities plan checks for compliance with District cross connection program requirements.
8. Inputs testing and inspection results into a computerized database; generates customer notifications from the database regarding testing and installation of cross connection devices; assists in scheduling testing as necessary.
9. Maintains detailed records and statistics of work activities; compiles the information into reports as necessary.
10. Responds to public inquiries courteously; provides information within the area of assignments; resolves complaints efficiently and promptly.

Marginal Functions:

1. Attends and participates in professional group meetings.
2. Obtains records and information from contractors and developers for use by District auditors upon request.
3. Performs related duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles, methods, materials, equipment, and safety hazards of construction projects including water, sewer and recycling.

Principles and practices of construction inspection.

Regulations applicable to confined space entry.

Basic mathematics including algebra and geometry.

Principles and methods of business correspondence, report writing, recordkeeping and filing.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment and software.

Electronic data input.

Pertinent Federal, State, and local laws, codes and regulations governing the construction of assigned projects.

Appropriate safety precautions, procedures, practices and regulations.

Ability to:

Properly inspect various construction projects and ensure compliance with plans, specifications, codes and regulations.

Detect and locate faulty materials. Workmanship in construction and determine the stage of construction during which defects can be effectively and efficiently remedied.

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Ability to (continued):

Efficiently oversee multiple tasks and assignments.

Operate a two-radio, computer, camera, video equipment, various hand tools and other assigned equipment as required.

Wear protective apparel, including eye protection, face protection, hearing protection, safety shoes and respirator protection.

Work in inclement weather and overtime as needed.

Operate a vehicle observing legal and defensive driving practices.

Read and interpret engineering and construction drawings.

Work independently in the absence of direct supervision.

Maintain accurate records and prepare inspection reports.

Respond effectively to requests and inquiries from the general public.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Use tact, discretion, and diplomacy in dealing with others including contractors, and property owners.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Hear and respond to traffic and warning noises while on the job site.

Perform work in accordance with safety regulations, District and Department guidelines.

REQUIRED QUALIFICATIONS

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

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Required Qualifications (continued):

CONSTRUCTION DISCIPLINE:

Job Title	Lead Engineering Inspector
Discipline	Construction
Experience	<ul style="list-style-type: none"> Four (4) years of journey-level engineering inspector experience.
Education/Training	<ul style="list-style-type: none"> Equivalent to a High School Diploma supplemented by technical training in construction management, water utility construction inspection, or a related field; or supplemented by courses dealing in backflow device testing or cross-connection control.
Required License/Certification	<ul style="list-style-type: none"> Possession of a valid D3. Possession of a valid T1. Possession of the American Concrete Institute, Concrete Field Testing Technician Certification, Grade 1. Possession of the CWEA, Collection System Maintenance Certificate, Grade 1.
Desirable Degree/License/Certification	<ul style="list-style-type: none"> Valid D4. Valid T2. American Public Works Association, Certified Public Infrastructure Inspector (CPII). CWEA, Collection System Maintenance Certificate, Grade 2.
DMV Class	<ul style="list-style-type: none"> Possession of a valid California Class C driver's license and a satisfactory driving record.

INDUSTRIAL WASTE DISCIPLINE:

Job Title	Lead Engineering Inspector
Discipline	Industrial Waste
Experience	<ul style="list-style-type: none"> Four (4) years of journey-level engineering inspector experience.
Education/Training	<ul style="list-style-type: none"> Equivalent to a High School Diploma supplemented by technical training in construction management, water utility construction inspection, or a related field; or supplemented by courses dealing in backflow device testing or cross-connection control.
Required License/Certification	<ul style="list-style-type: none"> Possession of the CWEA, Environmental Compliance Inspector Certificate, Grade 3. Possession of a valid D2. Possession of the CWEA, Collection System Maintenance Certificate, Grade 2.
Desirable Degree/License/Certification	<ul style="list-style-type: none"> Valid D3. CWEA, Collection System Maintenance Certificate, Grade 3.
DMV Class	<ul style="list-style-type: none"> Possession of a valid California Class C driver's license and a satisfactory driving record.

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Required Qualifications (continued):

CROSS-CONNECTION / RECYCLED WATER DISCIPLINE:

Job Title	Lead Engineering Inspector
Discipline	Cross-Connection / Recycled Water
Experience	<ul style="list-style-type: none">• Four (4) years of journey-level engineering inspector experience.
Education/Training	<ul style="list-style-type: none">• Equivalent to a High School Diploma supplemented by technical training in construction management, water utility construction inspection, or a related field; or supplemented by courses dealing in backflow device testing or cross-connection control.
Required License/Certification	<ul style="list-style-type: none">• Possession of a valid San Bernardino County Department of Public Health Certified Backflow Prevention Device Tester certificate.• Possession of a valid D3.• Possession of a valid AWWA, Cross-Connection Control Specialist Certificate.• Possession of the CWEA, Collection System Maintenance Certificate, Grade 2.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Valid D4.• CWEA, Collection System Maintenance Certificate, Grade 3.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Outdoor field and construction site environment; travel from site to site; exposure to wet conditions, fumes, airborne particles, all types of weather and temperature conditions, heavy vibration and loud or prolonged noise levels. Incumbent regularly work and/or walk near moving equipment and heavy traffic,

Environment (continued):

in confined spaces such as trenches, pipelines, and vaults, and on uneven or slippery surfaces and rough terrain.

Physical:

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, and reach with hands and arms. Incumbent frequently is required to walk and stand, talk or hear; sit, climb or balance, stoop, kneel, crouch or crawl. The incumbent must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds.

Mental:

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems;

Physical Demands and Working Environment (continued):

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Physical (continued):

use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work; work under deadlines with constant interruptions; perform multiple, concurrent tasks; interact with District staff and other organizations; and interact with dissatisfied or quarrelsome individuals.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Hearing:

Hear in the normal audio range with our without correction.