

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

CLASSIFICATION DESCRIPTION

Classification Title:	<u>INSPECTOR IV</u>		
Bargaining Unit:	<u>03- Supervisors Association</u>		
Class Code: <u>184</u>	Grade: <u>50</u>	EEOC Category: <u>3</u>	Overtime Exempt: <u>N</u>
Typical Career Progression:	<u>Inspector IV</u>	<u>/ Inspector III</u>	<u>/ Inspector II</u>
	<u>Inspector I</u>	<u>/</u>	<u>/</u>
	<u></u>	<u>/</u>	<u>/</u>
Group:	<u>Corporate Resources</u>	<u>/</u>	<u>/</u>
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Reports to:	<u>Various</u>	<u>/</u>	<u></u>
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JOB SUMMARY

Supervise and perform construction activities to ensure compliance with the plans, specifications, and other requirements of construction contracts.

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

1. Administer construction contracts and oversee construction to ensure adherence to contract plans and specifications. Enforce compliance of contract specifications through direct action and delegation of responsibility to lower-level inspectors to ensure a finished product of the highest quality.
2. Inspect fabrication and construction of pipelines, filtration plants, reservoirs, conduits, and other structures to ensure conformance with plans and applicable specifications. Perform functional testing on mechanical equipment and piping to ensure compliance with specifications.
3. Supervise staff, including selecting employees, assigning work, providing training and development, evaluating performance, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
4. Interpret drawings and plans, draw necessary detailed sketches, and maintain accurate work records to ensure contract specification compliance.
5. Coordinate the resolution of problems to ensure that solutions are cost effective, practical, and conform with in house policies; mitigate potential claims or problems as required.
6. Coordinate the division’s inspection work activities with other divisions and outside contractors.

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7. Perform field and shop tests, interpret results, and reject materials and workmanship, if necessary, to ensure that materials and work performed conform to contract specifications.
8. Estimate change order work and monthly progress payments, analyze claims, negotiate with contractors, and make recommendations to management to ensure efficiency within the work environment.
9. Prepare general correspondence to management and to other divisions as required in order to communicate work activities and status reports.

MINIMUM QUALIFICATIONS

Education and Experience:

A combination of education and progressively responsible experience in heavy construction inspection totaling 8 years.

LICENSES/CERTIFICATION REQUIRED

Valid driver's license from state of residency equivalent to a California Class C

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of (B/basic; J/journey; E/expert):

- Supervisory concepts and techniques (B)
- Construction concepts and techniques (E)
- Budgetary concepts and procedures (B)
- Welding, pipefitting, and related codes (B)
- Relevant policies and procedures related to heavy construction (J)

Skill and ability to:

- Read and comprehend contract specifications and detailed drawings
- Read and interpret diagrams and construction blueprints
- Conduct problem-solving related to construction inspection practices
- Climb, crawl, squat, kneel, reach and/or twist body in cramped quarters
- Communicate effectively with contractor's staff, Metropolitan staff, and the general public
- Supervise a diverse workforce
- Travel to various and remote sites within Metropolitan's service area

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PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Quality construction in accordance with plans and specifications
- Effective resolution of problems and minimization of Metropolitan's exposure
- Internal and cross-functional teamwork
- Safety
- Mutually beneficial working relationships with regulatory and governmental agencies and contractors
- Employee development to meet Metropolitan's near- and mid-term needs
- Selection and retention of workforce to meet diversity objectives

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Small work group of approximately 10 employees

Project management examples:

- Area Inspector or Lead Inspector at a treatment plant supervising a group of lower level inspectors assigned to a major portion of work such as a filter module.
- Resident inspector performing field office administration and inspection on a pipeline contract or small construction contract.