

Jurupa Community Services District Project Manager/Inspector

*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 direction of the Senior Project Manager performs project management, and oversight on District and private development construction projects of new facilities, capital improvements, connections to District pipelines, and maintenance protection of District sewer and water systems, including contract administration, construction work inspection, project status updates, budget administration and coordination of contractor schedules and methods with District Departments; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is an advanced journey-level class in the construction management series. This class is responsible for the project management and construction workmanship and materials inspection at all District construction projects including upgrades and modifications to existing facilities and the construction of new facilities. Responsibilities and assignments are broad in scope and require substantial independent judgment, within established guidelines, on issues, which are complex, interpretive, have District and area wide impact, and are evaluative in nature. The work of this class involves significant accountability and independent decision-making responsibilities.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

Administers and inspects assigned construction projects and installations to ensure that work is performed according to contract plans and specifications in a safe and timely manner; manages all sizes and types of wastewater/water facilities and pipeline construction projects; inspects the installation of irrigation and landscaping; checks line, grade alignment, elevation and location of construction for conformance with specifications and codes/regulations; inspects construction materials for plan conformance.

Reviews construction plans, documents and specifications; confers with supervisors, consultants, contractors and various District staff on field design conflicts, construction requirements and contract documents; conducts pre-construction meetings to assure that contractors fully understand their roles in compliance with contracts; identifies potential problems.

Prepares inspectors daily reports and periodic progress reports on construction and installation work; maintains accurate, up-to-date as-built drawings to depict current status of projects; records drawings, hydrostatic test data sheets and various miscellaneous reports as needed; reviews and submits contractor pay estimates; maintains project start-up documentation.

Coordinates contractor scheduling with operations and maintenance departments and/or property owners regarding activities that will effect them; maintains prompt communications with contractors, operations/maintenance and city/state representatives on construction items including shut-downs, project review and coordination meetings, design or construction problems.

May assist in the development and implementation of the goals, objectives, policies and priorities for each assigned area of responsibility; directs, develops and participates in the preparation of programs, projects and reports relating to current and long-range goals of the Department and the District.

Reviews and tracks all submittals by contractors and transmits shop drawings, RFD's and RFI's to the project engineer or a consultant for review; provides input and encourages timely resolution to these submittals; tracks all action documents.

Inspects the quality of materials and the quality of workmanship and methods used by contractors; oversees the contractor's methods for safe and approved procedures; takes action to correct deficient work and approves/disapproves progress pay estimates; closes out projects and ensures that warranty problems are resolved.

Produces board and staff recommendations and exhibits of proposed project approvals as requested; provides construction drawings of all phases of construction projects and incorporates review comments into drawings as directed

Ensures site safety of construction projects; makes final acceptance inspections and closes projects and performs as-built drawing reviews

REQUISITE ABILITIES

Serves as liaison between other District departments and contractors.

Provides technical staff assistance to other Departmental employees; prepares staff reports and other correspondence; conducts studies and investigations as directed.

Responds to and resolves difficult and sensitive inquiries and complains.

Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and/or experience that has provided the knowledge, skills and abilities outlined above. Example combinations include graduation from high school or a G.E.D. equivalent supplemented by course work in construction technology, engineering, or a related field; and four years of increasingly responsible, construction inspection or construction project management experience in industrial or public works projects; or an equivalent combination of training and experience.

Knowledge and Skill Levels

Federal, state and municipal codes and regulations governing water and sewer system type construction, materials and practices, water and wastewater distribution and transmission systems and their intended application, District specifications and construction requirements; Clean Water Act and relevant EPA regulations; appropriate safety rules and methods applicable to construction sites; practices, methods and materials used in building and construction craft areas; theories, principles and methods of asphalt paving, concrete construction, surveying and earthwork; basic computer skills and use of database applications; standard mathematics; standard business English..

Interpret and apply pertinent Federal, State and local laws, codes regulations and District policies governing the construction of assigned projects; analyze and interpret construction plans and specifications; operate common construction and surveying tools, make quantity mathematical calculations and prepare estimates; inspect various public works style construction projects; enforce and interpret regulations with firmness, tact and impartiality; develop accurate and neat sketches during on-site field inspections; perform field tests following precise procedures and interpret observations and test results to determine acceptability; communicate clearly and concisely, both orally and in writing; coordinate necessary work with other entities; establish and maintain effective working relationships with contractors, property owners and the public; handle stress in a professional manner.

Physical Requirements

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, wrists or feet; and reach with hands and arms. The employee frequently is required to walk and stand for extended periods of time; talk and/or hear; sit; climb or balance; stoop, kneel, crouch or crawl. ascend and descend ladders; walk on uneven and slippery surfaces.

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Specific hearing requirements include the ability to hear telephone conversations, in-person conversations under normal office conditions and at construction sites, signal warnings while working around moving equipment; and to differentiate operating equipment sounds.

The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds.

Travel from site to site; hear and respond to traffic and warning noises while on the job site.

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents, such as, but not limited to professional journals, technical procedures government regulations, safety regulations, contract documents, District policies and procedures, etc.; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; have the ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with managers, staff, other governmental officials, vendors and the public, some of whom may be dissatisfied, angry and/or abusive.

While performing the duties of this class, employees are regularly required to carry out instructions furnished in written, oral, or diagram form; have the ability to deal with problems involving several variables; have the ability to solve complex problems and collect data, establish facts and draw valid conclusions from said data; to handle work-

related stress in a professional manner; have the ability to prioritize assignments and meet deadlines.

While performing the functions of this class, the employee is regularly exposed to wet or humid conditions, fumes, airborne particles and toxic or caustic chemicals, outdoor weather conditions including extreme heat and cold, risk of electrical shock, and heavy vibration and loud or prolonged noise levels. The employee regularly works near moving equipment and heavy traffic, on ladders scaffolding or in precarious places, in confined spaces such as trenches and vaults, and on uneven or slippery surfaces and is exposed to possible bodily injury from moving mechanical parts and/or equipment. The employee may be exposed to conditions such as toxic or caustic chemicals, fumes, organic waste, noxious odors, gases, airborne particles, sewage, and poor ventilation that affect the respiratory system, eyes and/or skin.

The noise level in the office work environment is normally moderate to quiet; in the field, the noise level is frequently loud.

Special Requirements:

A valid Class "C" California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

It is highly desirable that the prospective employee possesses a Water Distribution and Sewer Collection System certification.

FLSA / NON-EXEMPT

Range 68

1300 Admin/job descriptions reviewed 4/04