

## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Construction Inspection Coordinator
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### GENERAL PURPOSE

Under direction, coordinates construction inspection-related operations and activities within the Field Engineering department in compliance with District, state, and local construction inspection regulations and legal requirements; independently performs difficult and responsible technical and administrative work associated with inspection reports, research, billing services, and related department demands; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Construction Inspection Coordinator performs detailed and highly responsible work in coordinating the workflow of District construction projects. Assignments require close coordination with engineers, developers, contractors, customers, and District personnel in ensuring compliance with regulatory requirements. The incumbent is responsible for monitoring, tracking, and coordinating inspections of new and existing projects. The work requires a thorough knowledge of field engineering construction inspection rules, regulations, policies, and procedures and the use of initiative and judgment carried out with a high degree of accuracy.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Construction and Safety Inspection Manager. Exercises no direct supervision over staff.

### TYPICAL DUTIES AND RESPONSIBILITIES

*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 them from the position if the work is similar, related or a logical assignment to this position.*

- Coordinates construction inspection-related projects to ensure compliance with District, state, and local construction inspection regulations and legal requirements state and local regulations.
- Reviews and processes applications for service, requests for engineering, construction orders, and drawings to ensure compliance with related agreements.

- Generates special reports and analyses; researches, identifies, and resolves errors and discrepancies; compiles, organizes, and maintains detailed inspection files related to District projects.
- Schedules and prioritizes workload and sets compliance deadlines; coordinates onsite inspections to ensure proper installation of approved services; schedules and coordinates activities with developers, contractors, and District personnel; coordinates pre-construction meetings.
- Constructs and maintains project records, databases, spreadsheets, and reports for the District and regulatory agencies.
- Coordinates and collects data from various District departments and outside agencies to ensure requirements are met prior to construction project implementation.
- Analyzes, tracks, and reconciles billing and financial information as pertains to charges or fees for inspection-related projects; documents activities in automated systems.
- Responds to internal and external requests for information in-person, by telephone, email and fax.
- Serves as the initial contact and will follow the project through to completion, including agreement preparation, site documentation, and ongoing communication/updates to developers, contractors, customers, and District personnel.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Specialized engineering and construction project terminology, procedures, and policies.
- Basic construction management documentation processes.
- District policies pertaining to construction contract document processing and retention.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Principles and practices of business correspondence preparation.
- Principles and practices of complex record keeping.
- Operational characteristics of water, sewer, recycled systems and appurtenances.
- Principles and practices of contract administration, project management, and construction management.
- District procurement policies and practices.
- Principles and practices of program coordination and implementation.
- Basic engineering and construction project terminology, processes, and procedures.

- District and mandated rules and regulations in assigned areas of responsibility.
- Policies and procedures for billing, credit and collections.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, developers and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prepare and maintain construction contract files, logs, and records with detailed information.
- Understand and apply District policies and procedures on assigned work.
- Compose and process business and contract documentation.
- Generate a variety of system reports.
- Plan and coordinate program services with District staff, external agencies, and customers.
- Read and interpret engineering drawings, plans, specifications and standards.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Interpret, apply, and convey District and mandated rules, policies and procedures for construction to developers, contractors, customers, and the public.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Three (3) years of progressively responsible administrative experience in coordinating construction projects, preferably inspections related.
- Construction management experience desired.
- Bilingual - fluency in Spanish is preferred.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.
- Completion of specialized training courses in water technology desired.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- State of California Water Distribution Operator Certificate Grade I must be obtained within 12 months from date of hire into this classification.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas, walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and primate representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Construction Inspection Coordinator  
Last Update: July 2024

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Construction Inspection Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_