



March 2021
FLSA: Non-Exempt

SENIOR ENGINEERING TECHNICIAN / INSPECTOR (3 STEPS)

DEFINITION

The Senior Engineering Technician / Inspector performs routine duties related to field inspections of construction projects on pipelines, pump stations, treatment facilities, storm facilities, and other District projects and development projects. Ensures compliance with District's standards and specifications; enforces safe work practices at construction sites; assists with all aspects of the Upper Lateral Program; completes plan reviews; assists with GIS, asset management, and records management; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Engineering Supervisor or Director of Engineering. May provide direction to support staff.

CLASS CHARACTERISTICS

This is an advanced technical position. Employees in this class will learn District systems, standards, operations, practices, and procedures. Knowledge of basic engineering, contract inspection concepts, ability to read and interpret construction plans and specifications, and familiarity with construction methods and materials is expected. Communication with the public and other agencies will involve some interpretation of District programs and policies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects a variety of construction sites and projects by answering questions and providing information on codes, regulations and ordinances, resolving disputes, complaints and technical problems.
- Attends pre-construction and job meetings, coordinates/schedules inspection activities, verifies compliance with standards, negotiates change orders, maintains detailed inspection records, and reviews material/product submittals, schedules, and progress payments.
- Documents construction activities and field conditions with the use of a camera.
- Performs basic field surveys and verifies and provides measurement of facilities for projects and the District's GIS data at direction of District engineering staff.
- Reviews plans and drawings, including development reviews, by verifying compliance with engineering design standards, reviewing all permits, reviewing specifications, completing field reviews, and ensuring plans and specifications are followed. Rejects and works to correct contractor work products that do not meet District Standards.
- Assists with all areas and needs of the Upper Lateral program that includes inspections, letters, documentation, scheduling inspections, communicating with customers, District staff, and contractors.
- Enters and retrieves data in INFOR, GIS and other computer databases and programs utilized by Engineering; completes reports, letters, correspondence, drafting, and other related tasks.
- Performs field investigations in advance of engineering projects to assist in the development of contract documents.

- Maintains up-to-date and accurate project records including as-builts, and provides support for GIS and records management program.

QUALIFICATIONS

Knowledge of:

- Construction inspection and testing practices and techniques.
- Construction methods and materials as related to sanitary sewer and storm water collection systems, pump stations, and treatment plants.
- Surveying and geotechnical practices, methods, and knowledge.
- District Standards, Caltrans Standards and Specifications, City of Vallejo standards, County of Solano standards, Green Book, Building Codes, Federal and State occupational safety and health regulation, and any applicable standard, regulation, or code.
- Civil engineering principles, terminology and practices.
- Materials inspection practices and procedures; modern laboratory and field-testing methods and equipment.
- Precautions for handling hazardous substances and wastes.

Ability to:

- Communicate effectively orally, in writing, and electronically.
- Work independently with minimum supervision.
- Establish and maintain effective working relationships with District employees and the general public.
- Perform inspections and testing of methods and materials used in public works construction projects.
- Plan, coordinate, schedule site inspections and material testing.
- Understand, interpret, and apply requirements, specifications, codes, laws, regulations to construction.
- Determine quality of materials and workmanship and enforce compliance with construction contract documents or standards.
- Record data and observations and produce reports.
- Assist with the development of plans and specifications.

Education and Experience:

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

High School completion or equivalent. An Associate's degree in Engineering or related field from an accredited college may substitute for one (1) year of experience and a Bachelor degree in Engineering or related field from an accredited college or university may substitute for two (2) years of experience, but is not required.

Five (5) years of full-time experience in the inspection of public works construction projects that include water or wastewater systems, or related field work with sufficient variety of office and field experience as would provide a basis for accomplishing the work required in this position.

Licenses and Certifications:

Engineer-in-Training certificate or a Land Surveyor-in-Training certificate is desirable.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage](#)

PHYSICAL DEMANDS

[LINK to Job Senior Engineering Technician / Inspector Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.