

JOB DESCRIPTION
Contract Quality Assurance Inspector
Class Code: 40004

GENERAL PURPOSE

Under general supervision, coordinates, monitors and inspects the work of contractors engaged in the construction and maintenance of District-owned facilities and other field maintenance and construction projects; inspects work sites in advance of crews to facilitate effective maintenance scheduling; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class has a primary responsibility for monitoring, coordinating and inspecting the work of contractors engaged in the construction and maintenance of District-owned facilities, such as buildings, facilities, well-sites, pumping stations and District-owned rights-of-way and assisting schedulers by evaluating job sites for site readiness, material needs, and material acquisitions. Incumbents may also be assigned to inspect the work of contractors performing other field maintenance related projects.

ESSENTIAL 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 the class.

Assists in the development of plans, specifications and contracts for landscape maintenance and construction projects.

Coordinates, monitors and inspects the landscape construction and maintenance work being performed through contracts with private landscaping firms and/or District crews; ensures work is performed in accordance with contractual agreements and District standards; inspects completed landscape and other construction projects to ensure work is performed in accordance with plans, specifications and contracts.

Inspects and evaluates work being performed by contractors and District personnel; identifies problem areas and inspects and directs remedial action to be taken.

Receives work order from CRIMS; reviews scope of work with contractor and ensures contractor has appropriate equipment needed for work; ensures contractor meets District's safety standards.

Designs and plans landscaping and irrigation systems and directs and/or participates in their implementation.

Assists in the preparation of budget proposals for landscaping related projects.

May perform minor maintenance and repairs to landscaped areas, facilities and buildings.

Responds to questions or complaints from the public.

Prepares or reviews and maintains a wide variety of written reports and records.

Drives trucks and operates and maintains power equipment.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of contract requirements and District policies and procedures; general knowledge of pipeline construction, chemical and hazardous waste handling, traffic control, and confined space issues; crane maintenance and repair; landscape installation and maintenance, air-conditioning maintenance and repair; chlorine handling and scrubber maintenance and repair; safety practices and procedures relating to the contracts assigned, including but not limited to, pest control, heating ventilation and air conditioning, refuse removal, security systems, and landscape maintenance; common construction methods; proper usage of construction material and equipment.

Ability to:

Inspect and evaluate the work of others; analyze complex landscaping problems, evaluate alternatives and recommend or adopt effective courses of action; prepare clear and concise records, reports and other written materials; exercise independent judgment within established guidelines; establish and maintain effective working relationships with those contacted in the course of the work; follow and apply written and oral work instructions; communicate effectively, orally and in writing.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of progressively responsible journey-level experience in landscape maintenance; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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 functions.

Physical Demands

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 and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

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

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

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.

The employee regularly works in outside weather conditions and/or near moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is occasionally loud.

FLSA DETERMINATION: Non-exempt