

INDIAN WELLS VALLEY WATER DISTRICT

Job Description

CONSTRUCTION INSPECTOR (Revised: 10/14/25)

Position Overview

Position Title:	Construction Inspector
Employment Classification:	Non-Exempt
Department:	Engineering
Reports To:	Chief Engineer/District Engineer

Job Summary

Under general direction, the Construction Inspector performs field inspections for construction projects, ensuring proper project completion in compliance with plans, specifications, and both time and cost requirements. Responsibilities include reviewing construction plans and performing related work as required.

Supervision

Level of Supervision Required: Minimal. Direction is provided by the Chief Engineer or District Engineer.

Supervisory Responsibility: Exercises no direct supervision over staff.

Distinguishing Characteristics

This position is responsible for performing the full range of construction inspection duties as assigned, working independently and exercising judgment and initiative. Only occasional instruction or assistance is needed as new or unusual situations arise.

Essential Duties

- Inspect construction methods and materials to ensure compliance with approved plans and specifications.
- Develop and recommend revisions to plans and specifications to meet field conditions, as necessary.
- Complete field sketches of projects to maintain accurate as-built plans.
- Maintain a detailed diary of inspections.
- Make field measurements and calculations as necessary.
- Prepare periodic progress reports from accumulated data.
- Prepare correspondence related to inspection functions.
- Represent the District in coordination with other utilities, engineering firms, regulatory agencies, and governmental bodies.
- Advise and confer with the general public concerning problems as a result of projects adjacent to their property.

- Account for all contract bid items in preparation of progress payment to contractors.
- Participate in all phases of District-wide activities and operations as assigned.
- Build and maintain positive working relationships with co-workers, other District employees, and the public using principles of good customer service.
- Collect water samples for chemical and biological testing by outside laboratory, when necessary.
- Perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties, or responsibilities. 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.

Skills and Abilities

Knowledge of:

- Materials, methods, principles, and practices used in the construction and repair of water systems and related infrastructure, including commonly encountered defects and faults in construction.
- Basic water quality testing methods and techniques in accordance with American Water Works Association standards.
- Operations of a water distribution system.
- Water flushing plan implementation.
- Occupational hazards and standard safety procedures related to assigned work.
- Principles and practices of construction contract administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the inspection of District construction projects.
- Engineering mathematic and statistical techniques.
- Principles and procedures of record-keeping and preparation of reports and correspondence.
- Basic principles and practices of surveying.
- Use of personal computers to prepare reports, compile data, and communicate electronically, including Microsoft Outlook, Word, Excel, and GIS mapping.

Ability to:

- Inspect construction projects and detect flaws in construction methods and materials.
- Read and interpret designs, plans, and construction specifications.
- Maintain detailed records and information.

- Coordinate activities with contractors, engineers, applicants, outside agencies, and District staff.
- Perform field tests following precise procedures and interpret observations and test results to determine acceptability as described in plans and specifications.
- Learn, correctly interpret, and apply the policies and procedures of the District.
- Effectively represent the District's engineering functions with the public, other government agencies, contractors, and developers.
- Safely and effectively use and operate a vehicle and tools and equipment required for the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Recognize health and safety problems related to construction projects.

Minimum Qualifications

- Experience: Three years of increasingly responsible experience in water system maintenance/construction.
- Education: High School graduate or equivalent certification is required.
- Certifications: Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board.
- Licenses: Possession of, or ability to obtain, a valid California Driver's License. Must have a driving record acceptable to the District.

Knowledge, Skills, and Abilities

A thorough understanding of water distribution systems, construction methods, and relevant safety protocols is essential. The ability to interpret engineering plans, specifications, and regulations, as well as proficiency in using standard office software and field data collection tools, is required. Strong problem-solving skills, attention to detail, and adaptability to changing site conditions will contribute to successful job performance.

Physical Requirements and Working Conditions

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.



The District will provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

Equal Employment Opportunity

The Indian Wells Valley Water District is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, genetic information, or any other protected category under federal, state, or local law.

Unless otherwise covered by a Memorandum of Understanding or other agreement, employment with the District is considered at-will, and nothing in this job description alters that status.

Construction Inspector: Revised Job Description Approval

Department Manager Recommendation: 
General Manager Approval: _____
Received and Recorded by Human Resources: 

George Croll
GENERAL MANAGER
IWV WATER DISTRICT