



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Seasonal Capital Projects Construction Inspector
Department: Engineering
Supervised By: Engineering Manager
FLSA Status: Non-Exempt, Seasonal/Temporary
Creation Date: June 18, 2026

JOB SUMMARY

Under general supervision, performs field inspections and related activities associated with District capital improvement projects. This seasonal position is primarily responsible for inspecting the construction of public water distribution infrastructure including water mains, services, meters, fire hydrants, valves, fitting and appurtenances and private customer water service lines. The incumbent ensures construction activities comply with District standards, approved permits, project specifications, and applicable regulatory requirements while providing support to Engineering Department staff, contractors, and customers.

DISTINGUISHING CHARACTERISTICS

This is a seasonal/temporary classification.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Engineering Manager.
Receives technical supervision from the Senior Civil Engineer.
Does not exercise direct supervision over staff.

ESSENTIAL FUNCTIONS

The duties listed 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 position.

- Conduct field inspection of capital improvement project infrastructure including water mains, services, fire hydrants, valves, fitting and appurtenances and private customer water service lines to verify compliance with District permits, approved plans, project specifications, and applicable regulatory requirements.
- Conduct field inspection of capital improvement project stormwater best management practices (BMPs) to confirm compliance with applicable regulatory requirements.
- Conduct field observations of construction activities, materials, and installation methods; document findings and identify deficiencies requiring corrective action.
- Prepare and maintain inspection records, reports, photographs, and project documentation to support project compliance and recordkeeping requirements.

- Assist Engineering Department staff with project monitoring, customer communication, and other construction inspection activities related to capital projects.
- Enforce the District's sewer and water ordinance requirements for proper installation, repair or testing of water services and plumbing fixtures.
- Recommend, when necessary, alteration of plans and specifications to meet field conditions.
- Perform inspections in a variety of weather conditions and under a variety of physical demands in compliance with established safety procedures and practices.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Standard and accepted methods, tools, materials and equipment utilized in the installation and testing of water and sewer service lines and connections.
- District policies, procedures, ordinances and operations.
- County and State building and plumbing codes.
- Principles and theory of design of water and sewer service lines and connections.
- State and District regulations and ordinances related to cross-connection control.
- Operation of wastewater collection and water distribution systems.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- On a continuous basis, analyze operations of construction projects in the field; interpret maps and reports; and observe safety precautions.
- Intermittently walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; sit at desk for long periods of time; and occasionally lift or carry weight of 75 pounds or less.
- Read, understand and interpret blueprints and plan specifications.
- Write and prepare clear and concise inspection reports.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One (1) year of increasing responsible experience in related inspection or construction work.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver’s license and driving record that complies with District policy is required.
- Possession of a valid D1 Water Distribution Operator Certificate issued by the California State Department of Public Health.

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Work may be performed in confined spaces, or at heights above or below the ground.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY ≤ one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Rarely
Crouching	Occasionally
Kneeling	Occasionally

Pushing (40 lbs.)	Occasionally
Pulling (60 lbs.)	Occasionally
Stooping	Frequently
Working at heights 30 feet above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Continuously
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Frequently
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
3-Ring binder/files	Frequently
Manipulating maps	Occasionally
Writing in clipboard	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Frequently

Rotation

Frequently

5. Height of Objects Reached/ Used

Object

Height

APN files

7 ½ feet

Water and sewer facilities

Below ground level

6. Mental Requirements

Activity

Daily Occurrence

Analyzing

Continuously

Identifying

Frequently

Interpreting

Continuously

Knowing

Continuously

Observing

Frequently

Problem Solving

Continuously

Remembering

Continuously

Understanding

Continuously

Explaining

Frequently

APPROVED BY: Sarah Hussong Johnson, Director of Engineering