JOB PURPOSE:

Under general supervision, provides construction contract administration and technical expertise associated with public works, building, civil and telecommunication construction projects as to ensure the work of contractors is performed in compliance with contract documents and applicable local, state, and federal laws and regulations. To ensure the completed construction meets and protects the interests of SMUD. This inspector role is the sole representative for SMUD Project Engineer/Process Coordinator on site construction matters. Coordinates all job site activities, including those of the contractor, outside agencies and interfacing SMUD groups. Ensures site safety.

DEFINITION OF LEVEL:

This series is comprised of three levels: CMI I and II are a slant line class whereby progression from CMI I (journey) to the CMI II (advanced journey) can take 36 to 48 months. Advancement to Level III is done through a competitive process.

Level I is the journey level where incumbents possess the minimum knowledge, skills, abilities and experience to perform the tasks associated with a relevant discipline on a construction management and inspection project. A CMI I that has successfully completed (or challenged) and is competent in the areas identified in the training plan, has the required experience for the CMI II level, has demonstrated competency in multi-discipline projects, and has shown satisfactory performance would be progressed to the CMI II level. Level I learn inspection and construction management practices and processes necessary to perform the higher-level. Incumbents must complete training and educational requirements, prove knowledge and abilities through testing and performance measurement, and exhibit satisfactory proficiency in skills required at the higher level. Level I's are not assigned, but may assist Level II's, in the multi-disciplined construction projects which require more complex inspection and construction management.

Level II is an advanced journey-level resource in larger and more complex multi-disciplined construction projects; works independently on projects of moderate complexity; exercises independent judgment and discretion within established broad guidelines; may lead other CMI inspectors on specified projects.

Level III serves as the lead level over the CMI work group. This position is responsible for planning, assigning and reviewing the work of Construction Management Inspector work group providing required training and mentoring, insuring the development and implementation of SMUD projects, and providing Contractor oversight for SMUD construction contract. Performs administrative tasks related to planning, technical analysis, equipment needs, daily log review, compliance with local, state and federal regulations, contractor performance, and contractor work quality for billing purposes. Provides input to the supervisor for performance evaluations of CMI's.

The Level I differs from the Level II in that the latter are assigned to multi-disciplined construction projects requiring the more complex inspection and construction management work. Level II differs from Level III in that the latter is the lead level over all CMI’s, whereas the II may act as lead over assigned CMI’s on a specific project.

The CMI series differs from the Line Inspector series in that CMI’s are routinely assigned projects requiring expertise in multiple disciplines, and are responsible for inspection and construction management.  Occasionally, CMI’s are assigned single disciplined projects.  The CMI series can hold non-test individually and request clearances to be held by a QEW.  The Line Inspectors are single task directed workers.  Line Inspectors must be a qualified electrical worker.  Line Inspectors can work on energized lines and hold clearances.

NATURE AND SCOPE:

This is the advanced journey level of the Construction Management Inspector series. Incumbents in this classification perform inspection and coordinate field construction work for contracts for major, more complex and multi-disciplined construction projects. Positions in this class require a high degree of independent judgment in making decisions involving determining acceptance or rejection of work, stopping work for noncompliance, and negotiating change orders for engineering approval. Incumbents may provide lead field supervision and training to assigned staff. This position differs from Level III as the CMI III is the Lead level over Construction Management Inspection work group and projects and forecasts amount of work to be accomplished; schedules it to the skill levels of inspectors available based on complexity, type of inspection; and pre-assesses inspection projects with the Project Manager to determine level of inspection needed, checks environmental issues and OHSA requirements.

ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS:

Work includes but is not limited to the following: (Note: While in general all functions/duties are essential, individual positions within this class may not require all.) This list is not intended to be complete or exhaustive.

A. Field Construction Contract Administration:

Provides on-site construction contract administration and technical expertise in the areas of Public Works, Building, Civil and Telecommunication type construction projects to ensure the work of contractors in the field is performed in compliance with contract documents and applicable local, state, and federal laws; prepares progress payments, monitors work progress, verifies time worked and materials used, and resolves disputes with contractors.

Initiates contract change order documentation; prepares and maintains job site records and progress reports; informs the Engineer/Project Manager on construction progress.

Various projects may be Distribution and Transmission Substations, Transmission Lines, and Facilities, that may include work such as site development and improvement, earthwork, structural concrete, sewerage, asphaltic concrete, water transmission mains, underground facilities, masonry, timber construction, structural steel, galvanizing, welding, electrical, plumbing, conduit systems, HVAC, painting, plastering, sealants, fire safety, fencing, landscaping, sheet metal, drywall, shoring, roofing, testing methods, hazardous waste operations, and labor compliance.

B. SMUD Field Representative:

Reviews and monitors construction techniques for technical adequacy; performs/witness/accept construction testing and takes field samples; identifies constructability reviews of design documents; participates in acceptance tests.

Exercise judgment within contract/design documents; identify design problems, recommend solutions and obtain Project Manager/Project Engineer/Process Coordinator concurrence; develop estimates for field changes; perform constructability reviews of design documents; participates in acceptance tests; take field samples; document site as-built conditions; report construction progress to obtain Project Manager/Project Engineer/Process Coordinator.

C. Directed Work:

Direct contract forces on directed work contracts and ensure proper construction sequencing to protect SMUD’s interests.

D. SMUD Representation:

Maintains good relationships with contractors and outside agencies while representing SMUD's interest. In case of litigation, may testify as an “expert witness”.

E. Construction Site Coordination:

Interface with federal, state and local agencies; ensure permit compliance; coordinate and interface with SMUD personnel such as Construction and Dispatching; ensure availability of SMUD provided material, conduct source inspections, when necessary enforces job site safety and compliance with Cal-OSHA requirements.

The CMI II level performs all the functions of a CMI I, plus: works on the more complex and multi-disciplined construction projects. Has a higher degree of independent judgment in making decisions involving determining acceptance or rejection of work, stopping work for noncompliance, and negotiating change orders for engineering approval.

F. Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF: Basic supervisory principles and practices; Public Works contracts, project administration; construction materials, methods, practices including plan reading, survey methods, concrete placement, concrete structures, asphalt paving, soil properties & compaction, trenching & shoring, irrigation systems, fencing, carpentry, roofing, commercial electrical systems, masonry construction, foundations, hazardous materials, and safety requirements; overhead and underground electrical distribution and transmission construction; substation construction; rules and regulations of construction permitting; construction inspection techniques; and mathematics including trigonometry.

**SKILL TO:** Plan, direct, train, and review the work of others as assigned; identify construction problems and develop timely and safe solutions; determine construction progress and material quantities; document contract issues and mitigate claims; coordinate SMUD and contractor forces; communicate effectively orally and in writing; represent SMUD on a variety of work related issues; write legibly; and read and understand basic English; operate a personal computer and use application software such as word processors, spreadsheets.

EDUCATION AND EXPERIENCE:

Equivalent to completion of sufficient formal and/or informal education to provide the necessary knowledge and skills.

This level typically has 3 to 4 years as a Construction Management Inspector I or four or more years progressively responsible experience in the construction of transmission and distribution facilities, including substations and underground distribution and building systems; construction contract administration; construction reporting and documentation generation.

Education: Applicable education beyond the twelfth grade in civil or construction engineering may be considered as a substitution for the required experience; equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

LICENSES OR CERTIFICATIONS:

Possession of a valid California Driver's License and must meet SMUD driving standard.

DESIRABLE QUALIFICATIONS:

None

Other/Miscellaneous

Physical Characteristics and Job Conditions:

Ability to drive locally to various work sites on a daily basis; work in adverse climates; travel to remote locations and/or be present on project sites for sustained periods; work special schedules as necessary, on a call-in basis; work overtime as needed; work around high voltage, extra high voltage and energized equipment.

Physical Capacity and Agility to:

Climb steel structures, transmission towers and poles, rebar cages in drilled pier footings; enter and exit manholes and vaults; crawl around small spaces; frequent on a daily basis hazardous construction sites; maneuver around rough and unusual terrain; lift concrete test buckets and test cylinders, construction supplies, materials and related hardware. Hand/eye coordination to adequately operate technical and precision measuring devices, tools and equipment used in inspection of construction projects.

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the essential job functions with or without a reasonable accommodation. Travel from site to site; exposure to noise, dust, high voltage, heavy construction and lifting equipment, construction traffic, lifting, climbing and stooping. This description is incomplete without the Physical Requirements document obtained from SMUD S drive. [\\Server01\SMUD\Physical\_Job\_Descriptions](file:///\\Server01\SMUD\Physical_Job_Descriptions)

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