JOB PURPOSE:

Under general supervision provides leadership for the Construction Management Inspectors who provide construction contract administration and technical expertise associated with public works, building, civil and telecommunication construction projects. Coordinates and directs the activities of the Construction Management Inspector workgroup. Provides the technical expertise to support both the supervisor and construction management inspectors for training, assignment of work, development of work procedures, and mentoring to journey and advanced journey level construction management inspectors.

**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** is the lead level responsible for planning, assigning, scheduling and reviewing work of the Construction Management inspector work group. This position provides technical expertise to the supervisor and the CMI’s in the workgroup; provides required training and mentoring, insuring the development and implementation of SMUD projects, and providing Contractor oversight for SMUD construction contracts; 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; and may inspect construction projects during times of peak workload.

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.

This series is comprised of three levels: Level "I" is the journey level where incumbents possess the minimum knowledge, skills and abilities to perform the tasks associated with a relevant discipline on a construction management and inspection project. Level II serves as 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. Level III is the lead level responsible for planning, assigning, scheduling and reviewing work of the 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.

Level I and II is a slant line class. Advancement to Level III is done through a competitive process.

Level I progresses to Level II by learning 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. Individuals may continue at Level I until such time as they have gained the knowledge and experience of participating in the construction management and inspection of larger and more difficult multi-disciplined construction projects. 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** serves as 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.

**NATURE AND SCOPE:**

This is the lead level of the Construction Management Inspector series. Employees in this classification plan, schedule and assign work to the Construction Management Inspectors in the workgroup. They provide technical expertise to the supervisor and the Construction Management Inspectors in the workgroup. They inspect construction projects during times of peak workload. This position differs from the Construction Management Inspector IIs, which perform inspection and coordinate field construction work of contracts for major, more complex and multi-disciplined construction projects as assigned by this position; and may provide lead field direction to Construction Management Inspectors and contract personnel on assigned projects.

ESSENTIAL FUNCTIONS/DUTIES AND EXPECTED RESULTS:

Work includes but is not limited to the following: This list is not intended to be complete or exhaustive.

1. Provides a resource for the Construction Management Inspector supervisor to:
   1. Communicate to members of the workgroup
   2. Communicate to members of the workgroup
   3. Provide technical expertise and advise to the supervisor
   4. Provide input to evaluate technical and contractual performance of workgroup members
   5. Provide back-up to the supervisor during the supervisor’s absence
2. Provides guidance and leadership for the Construction Management Group by:
   1. Communicating to the supervisor and workgroup issues that require supervisor action.
   2. Providing technical expertise to workgroup members to ensure project quality.
   3. Mentoring members of the workgroup to develop workgroup competencies.
   4. Coordinating the schedule for the workgroup to ensure all construction projects have adequate inspection.
   5. Determine equipment needs for each assignment
   6. Coordinating vacations and training schedules
   7. Providing work/construction decisions beyond the scope of the CMI I and CMI II in a timely manner
   8. Performs and/or assigns emergency service assignments as required.
   9. Responds to difficult complaints and requests from the information from property owners, contractors, engineers and other SMUD personnel.
3. Acts as the liaison between the work processes requiring construction inspection support and the workgroup.
4. Under supervision, develops and modifies:
   1. Processes and procedures to improve the efficiency and effectiveness of the workgroup
   2. Internal training and finds external training, including safety training, to support the inspection process and reduce accidents
5. Inspects construction projects as required to meet the demand of the workload.
6. Perform related work as required.

MINIMUM QUALIFICATIONS:

**Knowledge Of:** Project Management; scheduling, and resource allocation; supervisory principles and practices; construction materials, methods, and practices; electrical distribution and transmission systems; rules and regulations of construction permitting; construction inspection techniques; mathematics including trigonometry.

**Skill To:** Lead, manage and schedule labor resources; provide technical expertise in the areas of safety, construction methods and practices, SMUD policies and procedures; 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; work effectively with the public, outside agencies, internal staff, outside contractors and other personnel; communicate effectively, orally and in writing with others; assimilate and understand information in a manner consistent with the essential functions; make sound decisions in a manner consistent with the essential job functions; represent SMUD on a variety of work related issues; write legibly; and read and understand basic English; maintain accurate records; analyze equipment needs and problems and implement solutions; ensure the safe use of tools and equipment; ability to demonstrate and act as a expert for construction site safety; operate a personal computer and use application software such as word processors, spreadsheets; operate a personal computer and use application software such as word processors, spreadsheets.

**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. A typical way to obtain the knowledge and abilities would be three years of general construction inspection experience 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.

High School Diploma or equivalent. May be waived for qualifying experience.

**Experience**:

Three or more years as an advanced journey level Construction Management Inspector II or three years construction experience as a superintendent, lead inspector, and/or project manager on a multi-disciplined project requiring several inspectors. Experience in the construction of public works, including the major components of electrical transmission/distribution facilities, and building systems. Experience administering construction contracts, construction reporting, and document generation.

**LICENSES OR CERTIFICATIONS:**

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

**DESIRABLE QUALIFICATIONS:**

Experience as a lead, foremn/wn, superintendent, or supervisor in the construction industry. Certifications in Construction Management Technology and/or Building Inspection Technology.

## Other:

**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)