



4699 HOLLISTER AVENUE
GOLETA, CALIFORNIA 93110-1999
TELEPHONE 805/964-6761
FAX 805/964-7002

August 2026

RE: **Inspector** Recruitment (Salary Range \$107,742- \$124,725 /annually, plus benefits)
Senior Inspector (Salary Range \$120,782- \$139,820 /annually, plus benefits)

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer. We currently have a need for a full-time Inspector. Under immediate supervision, this entry-level class performs field construction inspection duties in support of the District's water supply, storage, treatment and distribution facilities construction projects; monitors the work of outside contractors and ensures compliance with the District's construction contract specifications and standards for both District and private development projects; prepares a variety of reports and documentation and performs a variety of technical duties relative to the assigned areas of responsibility. Performs engineering work and other work-related duties as required.

- Performs field construction inspection duties in support of the district's water supply, treatment, storage and distribution facilities construction projects; monitors the work of outside contractors and ensures compliance with the District's construction contract specifications and standards; documents construction project status through daily diary entries, field entries and field memoranda; takes photographs as needed.
- Assists in making field and shop tests, takes samples of materials and prepares test specimens for laboratory work. Have a basic working knowledge of trades such as welding, casting, wiring, reinforcing, painting, plumbing, carpentry, machining, and cement finishing.
- Reviews and interprets plans and specifications; notes errors and deviations from these standards; consults with project engineer as required; ensures contractor compliance with plans and specifications for construction materials, methods, equipment, and workmanship; verifies payment of prevailing wages.
- Confers with contractors' representatives and project engineers regarding materials or methods, which deviate from specifications and drawings; ensures that appropriate reviews and approvals are obtained.
- Inspects and take samples of fluids, sand, aggregate, soils, concrete, and other materials for field or laboratory testing to ensure compliance with project specifications and standards.
- Prepares project documentation on construction and inspection activities; evaluates and prepares documentation for change orders and contract claims; maintains accurate daily and weekly inspection records and work in progress.
- Prepares a variety of reports and correspondence including field memos, notes, letters to contractors and other project participants and submits to appropriate management staff.
- Acts as a liaison with contractors, utility companies, government agencies, and organizations constructing facilities adjacent to District properties or facilities.
- Attends pre-construction meetings and responds to questions for construction project information.
- Research, gather and analyze data; conduct site visits, make field measurements, inspect and audit water system facilities.

Qualifications

High school diploma or GED (General Equivalency Diploma) supplemented by course work or specialized training in inspection, engineering or a related field. Two years of construction related experience. Possession of an

appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

To apply for the Inspector, please submit current resume and employment application to hr@goletawater.com. It is important that your application reflects all relevant education and experience. **This position is open until filled.**

Sincerely,
Human Resources

Enclosures: Job Description & Application for Employment

GOLETA WATER DISTRICT

Class Title:	Inspector
Department:	Engineering
FLSA Status:	Non-Exempt
Supervised By:	Chief Engineer or designee
Supervises:	None

Class Summary

Under immediate supervision, this entry-level class performs field construction inspection duties in support of the District's water supply, storage, treatment and distribution facilities construction projects; monitors the work of outside contractors and ensures compliance with the District's construction contract specifications and standards for both District and private development projects; prepares a variety of reports and documentation and performs a variety of technical duties relative to the assigned areas of responsibility. Performs engineering work and other work-related duties as required.

Advancement to the Senior Inspector level is based on demonstrated proficiency or performing the assigned functions, obtaining the required certifications and is at the discretion of management.

Essential Duties and Responsibilities

1. Performs field construction inspection duties in support of the district's water supply, treatment, storage and distribution facilities construction projects; monitors the work of outside contractors and ensures compliance with the District's construction contract specifications and standards; documents construction project status through daily diary entries, field entries and field memoranda; takes photographs as needed.
2. Assists in making field and shop tests, takes samples of materials and prepares test specimens for laboratory work. Have a basic working knowledge of trades such as welding, casting, wiring, reinforcing, painting, plumbing, carpentry, machining, and cement finishing.
3. Reviews and interprets plans and specifications; notes errors and deviations from these standards; consults with project engineer as required; ensures contractor compliance with plans and specifications for construction materials, methods, equipment, and workmanship; verifies payment of prevailing wages.
4. Confers with contractors' representatives and project engineers regarding materials or methods, which deviate from specifications and drawings; ensures that appropriate reviews and approvals are obtained.

5. Inspects and take samples of fluids, sand, aggregate, soils, concrete, and other materials for field or laboratory testing to ensure compliance with project specifications and standards.
6. Prepares project documentation on construction and inspection activities; evaluates and prepares documentation for change orders and contract claims; maintains accurate daily and weekly inspection records and work in progress.
7. Prepares a variety of reports and correspondence including field memos, notes, letters to contractors and other project participants and submits to appropriate management staff.
8. Acts as a liaison with contractors, utility companies, government agencies, and organizations constructing facilities adjacent to District properties or facilities.
9. Attends pre-construction meetings and responds to questions for construction project information.
10. Research, gather and analyze data; conduct site visits, make field measurements, inspect and audit water system facilities.

Mental and Physical Requirements/Working Conditions

1. Operates office equipment including a computer and peripheral hardware and software, copier, fax, printer, digitizer, calculator, drafting and other hand tools and equipment.
2. Sits at a desk or walks to a public counter to use and access office equipment used in the performance of duties.
3. Works in both indoor and outdoor environments.
4. Must be able to carry, push, pull, reach and lift up to 25 lbs.; walking, some bending, reaching, stooping and squatting.
5. Walks on uneven terrain.
6. Normally work outdoors in various weather conditions to conduct field measurements and collects data; also works in a temperature-controlled office with limited exposure to odors and noises
7. Regularly uses a telephone and email for communication.
8. Hearing and vision are within normal ranges.
9. Regularly drives a vehicle in conducting district business.
10. Communicates orally, in writing and with drawings with district management, coworkers and the public.
11. Writes in a clear and legible manner.
12. Demonstrates alertness and flexibility to changing demands.
13. Occasionally uses various hand and power tools in performance of duties.

Qualifications

Education and Skills Training:

1. High school diploma or GED (General Equivalency Diploma) supplemented by course work or specialized training in inspection, engineering or a related field.

Experience:

1. Two years of construction related experience.

Employment Standards

Demonstrated ability to:

1. Effectively explain District functions, the content of District rules, Regulations, and Ordinances with customers, the public, contractors and other organizations.
2. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
3. Establish, interact and maintain a positive and cooperative working relationship with others.
4. Maintain calm, courteous and professional demeanor in the face of a sometimes-vitriolic public and other individuals.
5. Communicate in a clear, understandable fashion orally and in writing.
6. Understand and follow oral and written directions.
7. Complete assignments in a timely manner.
8. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
9. Exercise initiative, take personal responsibility and follow through on assigned work.
10. Perform general manual drafting duties.
11. Use of specialized computer applications to prepare, update, maintain, and retrieve information; and to communicate with customers and other agencies.
12. Conduct fieldwork and obtain measurements; prepare letters and memoranda, records, files, and reports.
13. Inspect water works projects for conformance with plans and specifications, maps, drawings, and for progress payment authorization.

14. Recognize hazardous materials and confined space and other safety issues and have working knowledge of safety plans and regulations.
15. Read and interpret plans, specifications, maps, drawings, contracts, and work orders; apply job-related District rules, practices, and procedures.
16. Operate modern office equipment such as a computer, calculator, copiers, faxes, printers, date stamps, digitizer, hand drafting tools, and other peripheral hardware and software in a proficient, competent manner related to engineering analysis and functions.
17. Adhere to workplace safety rules and regulations.
18. Safely operate motorized vehicles.

Knowledge of:

1. Principles and practices of construction inspection and contract administration.
2. Workplace safety requirements.
3. Operational characteristics of a variety of specialized construction inspection equipment, tools, and apparatus.
4. Methods and techniques of construction code enforcement.
5. Hazardous material and confined space regulations and procedures as they pertain to construction projects and District facilities.
6. Methods, materials, equipment, and techniques used in the construction of water supply, treatment, storage and distribution facilities.
7. Construction contract administration principles and practices.
8. Principles of algebra, geometry and trigonometry.
9. Drafting standards, principles and equipment.
10. Engineering plans.
11. Operations, procedures, policies and precedents for the engineering department.
12. Office and engineering computer systems, including computer aided design, word processing and spreadsheet applications.
13. Customer service principles, practices, and techniques.
14. District rules, regulations and policies; pertinent federal, state, and local laws, codes, and ordinances.

Special Requirements

Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

Possession of a certification issued by the California State Department of Health Services as a Grade D2 Water Distribution Operator within one (1) year of placement in this class.

GOLETA WATER DISTRICT

Class Title:	Senior Inspector
Department:	Engineering
FLSA Status:	Non-Exempt
Supervised By:	Chief Engineer or designee
Supervises:	None

Class Summary

Under general supervision, this experienced working level class performs field construction inspection duties in support of the District's water supply, storage, treatment and distribution facilities construction projects; monitors the work of outside contractors and ensures compliance with the District's construction contract specifications and standards for both District and private development projects; prepares a variety of reports and documentation and performs a variety of technical duties relative to the assigned areas of responsibility. Performs engineering work and other work-related duties as required.

Essential Duties and Responsibilities

1. Performs field construction inspection duties in support of the district's water supply, treatment, storage and distribution facilities construction projects; monitors the work of outside contractors and ensures compliance with the District's construction contract specifications and standards; documents construction project status through daily diary entries, field entries and field memoranda; takes photographs as needed.
2. Makes field and shop tests, takes samples, prepares test specimens for laboratory work and interprets results for project engineer approval.
3. Makes recommendations on: revising specifications for future contracts, accepting substitutions or alterations under current contracts, and claims for liquidated damages.
4. Reviews and interprets plans and specifications; notes errors and deviations from these standards; consults with project engineer as required; ensures contractor compliance with plans and specifications for construction materials, methods, equipment, and workmanship; verifies payment of prevailing wages.
5. Confers with contractors' representatives and project engineers regarding materials or methods, which deviate from specifications and drawings; ensures that appropriate action is taken.
6. Inspects and take samples of fluids, sand, aggregate, soils, concrete, and other materials for field or laboratory testing to ensure compliance with project specifications and standards.

7. Prepares project documentation on construction and inspection activities; evaluates and prepares documentation for change orders and contract claims; maintains accurate daily and weekly inspection records and work in progress.
8. Prepares a variety of reports and correspondence including field memos, notes, letters to contractors and other project participants and submits to appropriate management staff.
9. Acts as a liaison with contractors, utility companies, government agencies, and organizations constructing facilities adjacent to District properties or facilities.
10. Attends pre-construction meetings and responds to questions for construction project information.
11. Research, gather and analyze data; conduct site visits, make field measurements, inspect and audit water system facilities.
12. Reviews plans, specifications, drawings, maps, estimates, easements, files, and related documents and calculations for accuracy, completeness, and adherence to applicable standards and general engineering practices.

Mental and Physical Requirements/Working Conditions

1. Operates office equipment including a computer and peripheral hardware and software, copier, fax, printer, digitizer, calculator, drafting and other hand tools and equipment.
2. Sits at a desk or walks to a public counter to use and access office equipment used in the performance of duties.
3. Works in both indoor and outdoor environments.
4. Must be able to carry, push, pull, reach and lift up to 25 lbs.; walking, some bending, reaching, stooping and squatting.
5. Walks on uneven terrain.
6. Normally work outdoors in various weather conditions to conduct field measurements and collects data; also works in a temperature-controlled office with limited exposure to odors and noises
7. Regularly uses a telephone and email for communication.
8. Hearing and vision are within normal ranges.
9. Regularly drives a vehicle in conducting district business.
10. Communicates orally, in writing and with drawings with district management, coworkers and the public.
11. Writes in a clear and legible manner.
12. Demonstrates alertness and flexibility to changing demands.
13. Occasionally uses various hand and power tools in performance of duties.

Qualifications

Education and Skills Training:

1. High school diploma or GED (General Equivalency Diploma) supplemented by course work or specialized training in inspection, engineering, or a related field.

Experience:

1. Three years of responsible construction inspection experience.

Employment Standards

Demonstrated ability to:

1. Effectively explain District functions, the content of District rules, Regulations, and Ordinances with customers, the public, contractors and other organizations.
2. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
3. Establish, interact and maintain a positive and cooperative working relationship with others.
4. Maintain calm, courteous and professional demeanor in the face of a sometimes-vitriolic public and other individuals.
5. Communicate in a clear, understandable fashion orally and in writing.
6. Understand and follow oral and written directions.
7. Complete assignments in a timely manner.
8. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
9. Exercise initiative, take personal responsibility and follow through on assigned work.
10. Perform general drafting duties using manual and computer-aided systems.
11. Use of specialized computer applications to prepare, update, maintain, and retrieve information; and to communicate with customers and other agencies.
12. Conduct fieldwork and obtain measurements; prepare letters and memoranda, records, files, and reports.
13. Inspect water works projects for conformance with plans and specifications, maps, drawings, and for progress payment authorization.
14. Recognize hazardous materials and confined space and other safety issues and have working knowledge of safety plans and regulations.

15. Read and interpret plans, specifications, maps, drawings, contracts, and work orders; apply job-related District rules, practices, and procedures.
16. Operate modern office equipment such as a computer, calculator, copiers, faxes, printers, date stamps, digitizer, hand drafting tools, and other peripheral hardware and software in a proficient, competent manner related to engineering analysis and functions.
17. Adhere to workplace safety rules and regulations.
18. Safely operate motorized vehicles.

Knowledge of:

1. Principles and practices of construction inspection and contract administration.
2. Workplace safety requirements.
3. Operational characteristics of a variety of specialized construction inspection equipment, tools, and apparatus.
4. Methods and techniques of construction code enforcement.
5. Hazardous material and confined space regulations and procedures as they pertain to construction projects and District facilities.
6. Methods, materials, equipment, and techniques used in the construction of water supply, storage, treatment, and distribution facilities.
7. Principles of algebra, geometry and trigonometry.
8. Drafting standards, principles and equipment.
9. Engineering plans.
10. Operations, procedures, policies and precedents for the engineering department.
11. Office and engineering computer systems, including computer aided design, word processing and spreadsheet applications.
12. Customer service principles, practices, and techniques.
13. District rules, regulations and policies; pertinent federal, state, and local laws, codes, and ordinances.

Special Requirements

Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

Required to obtain a Grade D3 Water Distribution Operator Certification issued by the State of California Department of Health Services within one (1) year of becoming eligible for the certificate.

Please return to:
Human Resource Office
4699 Hollister Avenue
Goleta, CA 93110-1999
(805) 964-6761



Position Applied For: _____

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

INSTRUCTIONS

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

CONDITIONS OF EMPLOYMENT

If hired, applicant: - must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
- must submit proof of age
- must pass a physical examination which includes drug/alcohol testing
- is subject to a background check

NAME:

Last First Middle Initial

ADDRESS:

Number Street

City State Zip Code Email Address

PHONE: () _____ () _____
Daytime Evening

Are you willing to work:

Part-time Yes___ No___
Nights Yes___ No___

Temporary (hourly) Yes___ No___
Weekends & holidays Yes___ No___

EDUCATION AND TRAINING (Add additional sheets as necessary)

Circle highest grade completed:

6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.

Name & location of last grade or high school attended:

Did you graduate?

Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. √	Sem. √	Major/Subjects	Degrees/Certificates

SPECIAL SKILLS

List other formal training programs, which may be related to the type of employment you are seeking:

Licenses and Certificates (State, Professional, Trade, etc.)

CERTIFICATE OF APPLICANT: I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

SIGNATURE: _____ **DATE:** _____

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

Dates of Employment: From: ____/____/____ MO/DAY/YR To: ____/____/____ MO/DAY/YR Hours Per Week: _____ Supervisor Name & Title: _____ Phone: _____ May we contact this employer? Yes ____ No ____	Employer Name: _____ Your Title: _____ Your Duties: _____ _____ _____ _____ _____ _____ Reason for Leaving: _____
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Dates of Employment: From: ____/____/____ MO/DAY/YR To: ____/____/____ MO/DAY/YR Hours Per Week: _____ Supervisor Name & Title: _____ Phone: _____ May we contact this employer? Yes ____ No ____	Employer Name: _____ Your Title: _____ Your Duties: _____ _____ _____ _____ _____ _____ Reason for Leaving: _____
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Dates of Employment: From: ____/____/____ MO/DAY/YR To: ____/____/____ MO/DAY/YR Hours Per Week: _____ Supervisor Name & Title: _____ Phone: _____ May we contact this employer? Yes ____ No ____	Employer Name: _____ Your Title: _____ Your Duties: _____ _____ _____ _____ _____ _____ Reason for Leaving: _____
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NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

Dates of Employment: From: ____/____/____ MO/DAY/YR To: ____/____/____ MO/DAY/YR Hours Per Week: _____ Supervisor Name & Title: _____ Phone: _____ May we contact this employer? Yes ____ No ____	Employer Name: _____ Your Title: _____ Your Duties: _____ _____ _____ _____ _____ _____ Reason for Leaving: _____
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Do you need special accommodations in the selection process? Yes ____ No ____

If yes, please describe: _____

Are you related by blood or marriage to any current district employees? Yes ____ No ____

If yes, individual: _____

Name	Relationship
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Have you ever been employed by the District? Yes ____ No ____

If yes, give dates and positions held: _____

Where did you learn of this opening?

Friends _____ District Recruitment Brochure _____ Advertisement (which publication) _____

NOTICE TO APPLICANTS: All appointments shall be subject to a minimum 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.