SANTA CLARA VALLEY WATER DISTRICT
Discussion Draft Classification Structure
August 2008

Job Family*	Level of Series	Name of New Class Title	Minimum Qualifications**	Distinguishing Characteristics
Construction Inspection & Real Estate				
Real Estate Series				
Real Estate Agent I Real Estate Agent II Associate Real Estate Agent	1 of 2	Real Estate Agent	Bachelor's Degree in business, real estate or a related field and, based upon assignment, up to three (3) years of related experience. **Licensing Requirements:** -CA Driver's License Class C -CA Real Estate or Broker's License may be required	The Real Estate Agent is the entry through journey level of the series. Incumbents perform professional real estate services in the acquisition, appraisal and management of District properties. Incumbents are responsible for: securing, examining and interpreting title reports; preparing, processing, and securing documents including lien releases, quit claims; and securing title clearances. The Real Estate Agent is distinguished from the Real Estate Agent Senior in that the latter serves as leadworker for real estate activities.
Senior Real Estate Agent	2 of 2	Real Estate Agent, Senior	Bachelor's Degree in business, real estate or a related field and, based upon assignment, up to	The Real Estate Agent, Senior is the leadworker level of the series. Incumbents plan, direct, and participate in the relocation of

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			three (3) years of related experience. **Licensing Requirements:** -CA Driver's License Class C -CA Real Estate or Broker's License may be required	displaced tenants, homeowners, and businesses. Responsibilities include: conducting, reviewing, and approving surveys to locate and evaluate relocation properties; leading, planning and training staff involved with acquisition of property; and negotiating consultant contracts and agreements for title companies, relocations, property management, and other real estate services. Incumbents act as a leadworker making work assignments and determining completion of work. The Real Estate Agent, Senior is distinguished from the Real Estate Agent in that the former provides support for the property acquisition process where the latter has leadworker responsibility for property acquisition and relocation functions.
Construction				

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Inspection Series				
Construction Inspector I Construction Inspector II Resident Construction Inspector	1 of 2	Construction Inspector	High School diploma or G.E.D. and, based upon assignment, up to three (3) years construction inspection related experience. **Licensing Requirements:** -CA Driver's License Class C -Based upon assignment, hazardous materials and confined space related certifications may be required.	The Construction Inspector is the entry through journey level of the series. Incumbents perform field construction inspection duties in support of the District's flood control, water storage, and distribution facilities construction projects. Duties include: monitoring the work of outside contractors ensuring compliance with the construction contract specifications and standards; monitoring work site safety programs; and inspecting samples of fluids, sand, aggregate, soils, concrete, and other materials for field or laboratory testing to ensure compliance with project specifications and standards. The Construction Inspector is distinguished from the Construction Inspector Supervisor in that the latter serves as supervisor for construction inspection activities.
Chief Construction Inspector	2 of 2	Construction Inspector Supervisor	High School diploma or G.E.D. and five (5) years	The Construction Inspector Supervisor is the supervisory level of

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			construction inspection related experience. **Licensing Requirements:** -CA Driver's License Class C -Based upon assignment, hazardous materials and confined space related certifications may be required.	the series. Incumbents supervise and oversee construction inspection program operations and activities within a sub-unit of the Construction Inspection Unit. Duties include: ensuring compliance with plans, specifications, and construction contracts; selection and oversight of contractors; and overseeing field inspections of construction work related flood control, water storage, distribution, and other facilities. Incumbents supervise staff performing a full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents may be working supervisors and as such may be responsible for performing the same duties as those they supervise. The Construction Inspector Supervisor is distinguished from the

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				Construction Inspector in that the former supervises the construction inspection functions.

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