

PUBLIC WORKS INSPECTOR / SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

Under direct or general supervision, performs a variety of duties involved in inspecting the workmanship and materials used in public works construction and infrastructure projects within the City's Capital Improvement Program and Encroachment Permit Program ; administers the issuance of Encroachment Permits and Transportation Permits; ensures conformance with applicable Federal and State laws, codes, ordinances, policies, plans, specifications, and departmental regulations; assists and conducts traffic engineering studies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the City Engineer or Senior Engineer. The Construction Inspector exercises no direct supervision over staff while the Senior Level does directly supervise some staff.

CLASS CHARACTERISTICS

This is the full journey-level class. Incumbents perform the full range of technical and administrative work in all of the following areas: inspecting the workmanship and materials used in a variety of public works projects, ensuring conformance with plans, specifications and departmental regulations, and guiding contractors to achieve quality control and proper use of materials. Positions at this level perform the full range of duties, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Senior level class performs more complex and large scale inspections which include plan review as well as supervises the Engineering Tech position. This class is distinguished from the engineering class series in that the latter is a professional level requiring completion of a four-year degree. This class is further distinguished from the Engineering Technician series in that the latter performs the paraprofessional engineering work in support of the Engineering and Public Works departments.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects all phases of a variety of public works, infrastructure, and capital improvement construction projects for conformance with plans, specifications, contract provisions, and safe work practices in accordance with City, County, and State codes; inspects materials for identification; ensures materials conform to City specifications and requirement; performs routine field tests as needed.
- Administers the Encroachment Permit Program, including issuance of construction permits with conditions; administers Transportation Permits for oversized vehicles using public streets; coordinates with Engineering Assistant to properly track billing and close out of permits.

- Reviews plans and specifications of submitted permits or assigned construction projects, including streets, storm drains, curbs, gutters and sidewalks, street pavement and grading.
- Prepares and maintains daily inspection reports, progress payments, change orders, claims, and other written documentation; maintains records of materials used and work performed; maintain as-built notes for each set of plans; prepares and maintains engineering project and construction files.
- Confers with and guides contractors regarding conformance to plans, specifications, codes and standards; explains requirements and evaluates alternatives; check construction drawings for compatibility with field construction; review various types of revisions to on-going construction projects.
- Consults with engineering staff regarding problems and change alternatives.
- Monitors and participates in the performance of a variety of field tests for quality assurance, including soil compaction, concrete material compliance tests; performs survey activities.
- Investigates resident complaints; confers with property owners regarding project schedule, impacts, and inconvenience; monitors adjacent properties for damage from construction activity.
- Acts as liaison between the City, contractors, other agencies and businesses and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints, or refers them to the proper office for resolution; prepares work orders in response to complaints.
- Perform engineering surveys; assists in the preparation of various traffic engineering studies or reports.
- Organizes, assigns, supervises, trains and reviews the work of interns related to encroachment applications and permits.
- Performs light maintenance tasks as required; including traffic signal timing and operation.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, principles and practices used in public works construction, including streets, curbs, gutters, sidewalks, drainage, streetlights, and related facilities and appurtenances.
- Principles and practices of public works construction inspection, including construction traffic handling and safety practices.
- Basic practices of construction contract administration in a public agency setting.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Defects and faults in construction.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles and theories.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Inspect standard capital improvement and public works projects to ensure compliance with plans and specifications.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Detect and locate faulty materials and workmanship and determining the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, and maps, for conformance with City standards and policies.
- Coordinate activities with multiple contractors, engineers, utility agencies, and property owners.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare and maintain accurate and complete records; prepare clear and concise technical reports.
- Make accurate mathematical, financial, and statistical computations.
- Operate modern office equipment including computer equipment and applications.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in engineering or related field, and two[TC1] (2) years of increasingly responsible public agency engineering, public works infrastructure construction, inspection, or related experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer. The position also requires a significant amount of time out of doors inspecting City development sites and the incumbent must possess the agility to traverse uneven terrain, climb ladders, stairs, and other temporary or construction access points, walk long distance, hike up and down hilly terrain, climb into and out of excavation holes, crawl into tight spaces, walk on unfinished structures, sometimes open and at significant height, and to operate a motor vehicle. Position requires the ability to travel to various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The position also requires office work including standing in work areas and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to

operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends.

An occupational medical pre-employment physical exam is required.