

SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

To organize, assign and review the work of assigned staff engaged in the inspection of a variety of public works and private construction projects; to perform complex technical public works inspection duties requiring specialized knowledge; to inspect, interpret and explain all phases of public works development and capital improvement (CIP) construction projects; and to provide highly responsible technical support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the technical Public Works Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing the more complex duties and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor and may receive technical and functional supervision from more experienced staff.

Exercises technical and functional supervision over assigned technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff engaged in the inspection of a variety of public works projects including new construction, modification, and "as-is" condition of various municipal and private structures such as streets, sidewalks, traffic signals, utilities and gutters; check line, grade, size, elevation and location of structures for conformance with specifications and regulations; assist in project management and design of CIP's and manage City maintenance contracts.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Personally inspect, perform field reviews, interpret and explain all phases of complex public works development and capital improvement (CIP) construction projects.

Act as liaison between the City, contractors, other agencies, businesses and the public affected by projects; maintain communication among parties and respond to and resolve complaints; consult with engineering related to problems, solutions and change alternatives; work with other City departments as needed.

Assist in generation of plans, specifications, submittal reviews and field studies; generate daily logs, reports of activity and directions to contractors, the public and City staff; generate testing reports and maintain progress reports for payments; review certified payroll.

Approve and implement contractor's traffic control plans and make corrections as needed; review site conditions for contractor and public safety.

Implement City sewer ordinance; educate the City's property owners and contractors on the ordinance and its requirements; train in-house staff on the implementation process and requirements.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Principles, methods, materials, equipment and practices related to public works inspecting and assessing the safety of a variety of engineered public works and private development facilities.

Principles of engineering as applied to surveying and the mechanics of structure design and building construction and inspection.

Advanced and specialized inspection of construction methods and techniques.

Operation of specialized tools and equipment used in the course of surveying and inspecting.

Basic soil mechanics and geology.

Basic principles of algebra, geometry, and trigonometry.

Technical report writing and preparation of correspondence.

Principles and practices of work safety and traffic control, especially as applied to public works field inspection activities and work area traffic control standards and requirements.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Personally perform the most complex duties related to the inspection of materials and work quality used in a variety of public works, utility construction projects and private subdivisions.

On a continuous basis, analyze operations of construction projects in the field; identify underground service alert; interpret maps and reports; know how to perform underground work and other construction; and observe safety precautions.

Intermittently, sit while operating a large piece of equipment; walk around job sites; kneel and bend while reviewing infrastructure; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 20 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Observe construction work during progress and upon completion and observe and report any concerns including safety issues.

Review plans and specifications of assigned projects; attend and participate in pre-construction conferences as assigned; prepare recommendation for City acceptance.

Interpret, apply, explain and ensure compliance with applicable policies, procedures, laws and regulations.

Make accurate mathematical and basic engineering calculations.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible journey experience similar to Public Works Inspector with the City of Healdsburg.

Training:

Equivalent to the completion of an Associate's degree from an accredited college with major course work in engineering, mathematics, drafting, construction technology or a related field.

License and Certificate

Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Must possess or have the ability to obtain, within six-months of hire, a State of California certification to operate nuclear compaction equipment.