

PUBLIC WORKS INSPECTOR

DEFINITION

To perform inspections of a variety of public works and private construction projects and roadway infrastructure projects to ensure quality of materials used and compliance with City, state or industry approved plans, specifications, conditions, workmanship, codes and regulations; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the technical Public Works Inspector series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

This class is distinguished from the Senior Public Works Inspector in that the latter performs the more complex tasks and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

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

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

Inspect and evaluate City maintained improvements, 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.

Inspect roadway infrastructure improvements within city right-of-way of municipal buildings and facilities to ensure compliance with codes and approved plans and specifications; observe construction work during progress and upon completion; notify project manager of any potential safety concerns, if needed; participate in problem resolution.

Coordinate routine materials and field tests to assure quality of materials and work; estimate progress payments due on contracts for public works projects; negotiate and make recommendations on contract change orders.

Review plans and specifications of assigned projects for completeness and accuracy; maintain logs and photographs of construction work being performed; retain plans and specifications until project completion.

Attend and participate in pre-construction conferences as assigned; record and evaluate amount of materials used and work performed relative to progress payment requests; prepare recommendation for City acceptance of new municipal roadways, buildings and facilities.

Interpret, explain and enforce laws, specifications, regulations, ordinances and policies to developers, contractors, representatives of other agencies and the public; confer with and make recommendations to City engineering staff regarding possible changes to plans and problem resolution.

Inspect safety aspects of jobs in progress; monitor contractors' compliance with applicable safety rules and regulations and take appropriate action to maintain field construction safety.

Maintain logs and pictures of construction work being performed and other aspects of the work; prepare periodic and special reports as required; estimate progress payments due on contracts for public works projects, negotiate and make recommendations on contract change orders.

Retain plans and specifications until project completion; prepare and/or check "as-built" plans for completeness and accuracy.

Inspect and report problems so as to enable enforcement of storm water pollution prevention rules; survey lots and high-water marks along creeks during periods of heavy rain.

Assist in preparing documentation for City Council acceptance; organize required information, maps, compaction results, and other department approvals.

Assist senior staff, in responding to residential concerns and questions pertaining to city roadway improvements and drainage issues.

Assist in perform sub-professional engineering duties such as plan checking of maps and construction plans, drafting, design and construction estimating, surveying and recording of related data, reviewing of contracts, creating existing infrastructure databases and compiling miscellaneous reports.

Review site conditions for contractor compliance with applicable safety rules and for public safety.

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:

Uses a detailed knowledge of construction equipment, materials and practices to perform on-site inspections and directs contractors in the acceptable installation of water, sewer, drainage, streets, and other related public works infrastructure.

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

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

Construction methods and techniques.

Basic soil mechanics and geology.

Basic principles of algebra, geometry, and trigonometry.

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

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

Ability to:

Perform inspection of materials and work quality used in a variety of public works and utility construction projects and private subdivisions.

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

Intermittently, 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 50 pounds or less.

Independently perform inspection of materials and work quality used in a variety of public works and utilities construction projects, private subdivisions, and roadway infrastructure improvements.

Read, interpret, and analyze plans and conditions and accurately estimate time, materials and costs for a wide variety of public works projects.

Interpret, explain and enforce a variety of codes, ordinances and regulations.

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

Coordinate routine materials and field tests to assure quality of materials and work.

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 in public works, utilities inspection or construction experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in mathematics, drafting, construction technology or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be 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.