

PUBLIC WORKS INSPECTOR

DEFINITION

Occupants of this classification are in the classified service. The positions assigned to this classification inspect all types of public works construction projects such as streets, sidewalks, storm drains, utility excavation and sewer mains. Ensures compliance with engineering plans, specifications, contracts and agreements. Oversees the issuance of permits, technical research, and provides technical office support as needed.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Senior Public Works Inspector or other supervisor designated by the Public Works Director/City Engineer.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Reviews plans and specifications of assigned public works construction projects to gain familiarity with the project prior to inspection.
2. Performs inspections of public works projects during construction and upon completion to ensure compliance with plans and specifications, and applicable City requirements. Checks lines, grade, size, elevation and location of structures; inspects sewer mains, storm drains, streets, alleys, sidewalks, and driveways.
3. Prepares construction plan reproductions and other documentation for use in the field.
4. Inspects the work of contractors and utility companies, as needed, to ensure compliance with permit terms and conditions including street use, pedestrian barricades, and storage of construction materials and equipment on public property.
5. Inspects properties surrounding or adjacent to construction activity to ensure applicable damage is corrected, as necessary.
6. Coordinates work with other City departments, consultants and utility companies affected by construction projects.
7. Proposes change orders to suit conditions in the field. Obtains the approval of the Senior Public Works Inspector or designee for such change orders to take place. Makes notes on construction plans to show the approved change orders.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Technical documents used in the public works construction inspection trade such as standard plans and specifications.
- Materials sampling and quantity estimating procedures.
- Construction inspection techniques and methods, including laws, regulations and codes applicable to public works facilities construction.
- Principles, methods, materials, equipment and safety hazards associated with construction.
- Mathematics including mathematical principles and computations.
- Basic computer skills.

Skill and Ability to:

- Interpret the results of materials tests including rejecting faulty materials and workmanship and developing appropriate remedies.
- Perform construction inspection activities with occasional supervision.
- Understand and interpret engineering plans and specifications.
- Interact formally and tactfully with contractors, engineers, and the public.
- Communicate effectively orally and in writing.
- Perform technical research and provide reliable advice on construction engineering related problems.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a high school diploma or equivalent with some college level or vocational school course work in Engineering, Construction Management or related field and two years of work experience in construction inspection or related field.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Work in and around a construction environment including being subjected to loud noises, dust and dirt. Is subject to outside environmental conditions.
- Require vision (which may be corrected) to read small print.
- Require the mobility to stoop, reach and bend. Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Require the mobility to stand for prolonged periods.
- Require the mobility to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling which may approximate 10 pounds and may occasionally weigh up to 100 pounds.
- Is subject to office conditions including sitting for prolonged periods.
- Use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.