



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

PUBLIC WORKS INSPECTOR (Job Code # _____)

\$ _____ MONTHLY SALARY

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.

HOW TO APPLY

Filing deadline: 5:00 p.m., [DATE]

A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position.

Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.

THE POSITION

Reviews plans and specifications of assigned public works construction projects to gain familiarity with the project prior to inspection. Performs inspections of complex public works projects during construction and upon completion to ensure conformance compliance with the 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, parks and park facilities construction. ~~Performs computer-aided permit tracking and drafting of maps from topographic data.~~ Prepares construction plan reproductions and ~~gathers office information and other documentations from the Engineering Division~~ for use in the field. 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. Inspects ~~adjacent properties surrounding and adjacent to pavement for damage from construction activity to ensure applicable damage is corrected, as necessary.~~ Ensures such damage is corrected. Coordinates work with other ~~affected City departments, consultants and utilities companies affected by construction projects.~~ Notes as-built conditions on working plans to show any changes or deviations from specifications and provides the Engineering Division and contractor with accurate information. Proposes change orders to suit conditions in the field, ~~and obtains~~ Obtaining 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. May perform other related duties.

MINIMUM REQUIREMENTS

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: Associate Arts Degree, a high school diploma or equivalent, with some college level or vocational school course work in Computer Science, Engineering, Construction Management Mathematics, or related field, and two years of progressive work experience in construction inspection or technical civil engineering-related fieldwork. Additional experience may be considered in lieu of education on a year for year basis.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. ~~may be required at time of appointment.~~

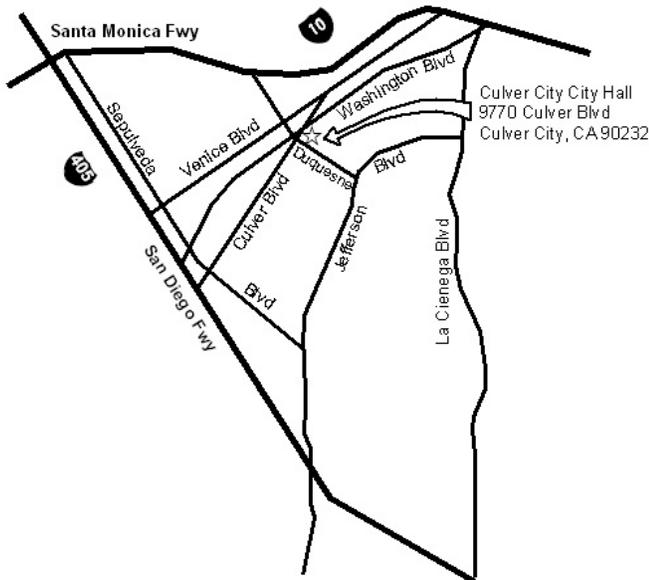
EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

<u>Written Test:</u> To measure knowledge of public works inspection and construction <u>inspection activities, and related computer applications such as AutoCAD14.</u>	WEIGHT 40%
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Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

RETIREMENT:

City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.

DEFERRED COMPENSATION:

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS:

Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.

LEAVE BENEFITS:

Include holidays, in-lieu time, sick and vacation.

UNIFORMS

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.