

SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

The occupants of this classification isare in the classified service. Theis positions assigned to this classification isare responsible for ensuring compliance with engineering plans, specifications, contracts and agreements. This position also manages leading and participating in the work of Public Works Inspectors, Consultants, as well as conducts inspections of increasing complexity.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from a Public Works Inspector in that it requires independent judgement and the ability to work with minimal supervision. It also requires the ability to perform more complex inspection activities as well as routine inspections.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Engineering Services Manager or other supervisor designated by the Deputy Public Works Director/City Engineer.Engineering Services. Responsibilities include supervision of Public Works Inspectors.

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. Leads and participates in the work of Public Works Inspectors including Subject to direction from the Public Works Director/City Engineer, developdevelopings work schedules for public works inspections, establishing priorities, and reviews and adjusting schedules and preparing and conducting performance evaluations, as needed to meet current requirements and emergency conditions. Makes assignments in accordance with priorities and schedules.
1. Evaluates individual performance and prepares performance appraisals. Initiates disciplinary action as necessary.
2. Performs inspections on complex projects within the public right of way and on-site grading. Inspects public works projects during construction and upon completion.
2. Verifies
3. Reviews completed work for accuracy, as necessary, and timeliness of results.

- ~~4. Coordinates schedules with requirements of engineering staff, consulting engineering firms and contractors under contract with the City.~~
- ~~5.4. Establishes~~Updates standard operating procedures and data reporting standards, ~~as necessary, to ensure uniform input of field survey data.~~
- ~~6.5. Leads the Public~~Supervises Public Works Inspectors, including Consultant Inspectors and Works Inspector and personally performs public works ~~verifies that inspections to assure~~are performed in compliance with plans and specifications, ~~as necessary, for a variety of public works projects.~~
- ~~7.6. Assists in the administration of~~ ~~contracts for~~ public works capital improvement projects including by reviewing progress payments, requests for change orders, and material quality control testing, ~~and contractors claims of final quantities.~~
- ~~8.7. Completes a monthly~~Prepares progress and status reports for work completed by staff, the Public Works Director/City Engineer to indicate work accomplished by public works inspection staff, and prepares other production reports as necessary.
- ~~9.8. Identifies better methods for public works inspection by streamlining and improving work methods~~public works inspections and standardizing inspection procedures.
- ~~10.9. Interprets and makes decisions on technical problems relating to~~Discusses public works improvement plans and specifications with engineering staff.
10. Responds to inquiries and resolves issues~~complaints~~ from contractors and ~~citizen~~the public in a tactful and courteous manner.
- ~~11. Participates in pre-construction conferences, to resolve inspection schedules and construction problems.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- ~~• Field engineering principles and practices.~~
- Public works~~Construction~~ inspection, techniques and methods including laws, regulations and codes applicable to public works facilities construction.~~work.~~
- Principles and practices of supervision.
- Municipal specifications~~Technical documents used in the public works construction inspection trade such as standard plans and specifications.~~ and requirements and state statutes applying to public works inspection.
- ~~• Engineering design and construction practices and materials.~~
- ~~• Methods and practices used in public works inspection.~~
- Material sampling and testing in the laboratory and field, including quantity estimating procedures.
- Principles, methods, materials, equipment and safety hazards associated with construction.
- Mathematics including mathematical principles and computations.
- Basic computer skills.

Skill and Ability to:

- Plan, organize, assign, supervise and evaluate the work of subordinate staff.

- Establish and maintain effective working relationships with associates, subordinates, and the general public.
- Apply methods and practices used in construction inspection.
- ~~Research~~Review and understand interpret complex engineering plans and specifications in order to perform inspections.
- Maintain effective record keeping systems.
- Communicate effectively orally and in writing.
- Interact formally and tactfully with contractors, engineers, utility workers and the public.
- ~~Performance evaluations.~~

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. ~~will be required if assigned to drive.~~

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: ~~completion of high school~~an Associate's Degree or the completion of 2 years of college level or vocational school coursework in Engineering, Construction Management or a related field and four years of progressively responsible experience in construction inspection or related field, including leading, coordinating and/or evaluating the work of others.

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 lifting, pushing and/or pulling which may approximate 10 pounds and occasionally weigh up to 100 pounds and is an infrequent aspect of the job.
- Is subject to office ~~and outside environmental~~ conditions including sitting for prolonged periods.
- ~~May be required to 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.

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