

SENIOR PUBLIC WORKS INSPECTOR**DEFINITION**

The occupants of this classification are in the classified service. The positions assigned to this classification are responsible for ensuring compliance with engineering plans, specifications, contracts and agreements. This position also manages 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 Public Works Director/City Engineer. 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 developing work schedules for inspections, establishing priorities, adjusting schedules and preparing and conducting performance evaluations, as needed.
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.
3. Verifies completed work for accuracy, as necessary.
4. Updates standard operating procedures and data reporting standards, as necessary.
5. Supervises Public Works Inspectors, including Consultant Inspectors and verifies that inspections are performed in compliance with plans and specifications, as necessary.

6. Assists in the administration of public works capital improvement projects including reviewing progress payments, requests for change orders, and material quality control testing.
7. Prepares progress and status reports for work completed by staff.
8. Identifies methods for streamlining and improving public works inspections and standardizing inspection procedures.
9. Discusses public works improvement plans and specifications with engineering staff.
10. Responds to inquiries and resolves issues from contractors and the public in a tactful and courteous manner.
11. Participates in pre-construction conferences.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Construction inspection, techniques and methods including laws, regulations and codes applicable to public works facilities construction.
- Principles and practices of supervision.
- Technical documents used in the public works construction inspection trade such as standard plans and specifications.
- 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.
- Review and understand 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.

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: 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 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.