



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

SENIOR PUBLIC WORKS INSPECTOR (Job Code # _____)

\$ _____ MONTHLY SALARY

THE CITY OF CULVER CITY
<p>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.</p>
HOW TO APPLY
<p>Filing deadline: 5:00 p.m., [DATE]</p> <p>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.</p> <p>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.</p>
THE POSITION
<p>Subject to direction from the City Engineer, Leads and participates in the work of Public Works Inspectors including developing work schedules for public work 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. Evaluates individual performance and prepares performance appraisals. Initiates disciplinary action as necessary. Performs inspections on complex projects within the public right of way and on-site grading. Inspects public works projects during construction and upon completion. -VerifiesReviews completed work for accuracy, and timeliness of results. Coordinates schedules with requirements of engineering staff, consulting engineering firms and contractors under contract with the City, as necessary. -EstablishesUpdates standard operating procedures and data reporting standards, as necessary, to ensure uniform input of field survey data. Leads theSupervises PPublic WWorks Inspectors, including Consultant Inspectors and verifies that Inspect and personally performs public works inspections are performed in to assurecompliance with plans and specifications, as necessary, for a variety of public works projects. Assists in the administration of contracts for public works <u>capital improvement</u> projects including by reviewing progress payments, requests for change orders, and material quality control testing, and contractors' claims of finals quantities. Completes a monthly Prepares progress and status reports for work completed by staff. the City engineer to indicate work accomplished by public works inspection staff, and prepares other production reports as necessary. Identifies better methods for public works inspection by streamlining and improving <u>work methods public works inspections</u> and standardizing inspection procedures. Interprets and makes decisions on technical problems relating toDiscusses public works improvement plans and specifications <u>with engineering staff</u>. Responds to <u>inquiries</u> and resolves <u>issues</u> complaints from contractors and <u>the public</u>citizens in a tactful and courteous manner. Participates in pre-construction conferences, to resolve inspection schedules and construction problems. Performs other related duties.</p>
MINIMUM REQUIREMENTS
<p>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: High school graduationan 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' <u>of progressively responsible experience in construction inspection or a related field, including leading, coordinating and/or evaluating the work of others.</u></p>
LICENSE AND CERTIFICATES
<p>Possession of a valid California <u>Class C</u> driver's license, will be required if assigned to drive.</p>
EXAMINATION PROCEDURES

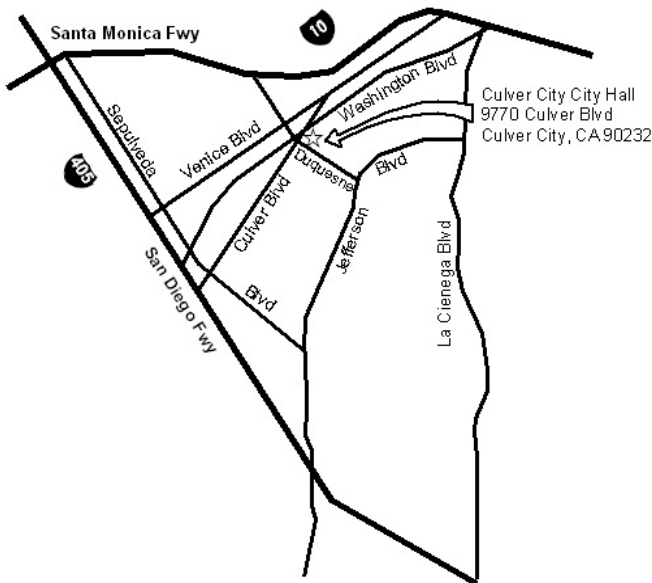
Equal Opportunity Employer

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.

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 <u>public works inspection and construction inspection activities and principles of surveying and field problems, engineering and inspection principles</u> ,supervision.	WEIGHT 40%
	60%

Appraisal Interview: To evaluate training, experience and personal qualifications.



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.

