

PUBLIC WORKS INSPECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical field and office engineering work involved in inspecting construction activities that occur within the City's right-of-way and/or for which a City encroachment or grading permit was issued; ensures conformance with approved plans, specifications and City standards; maintains records and prepare reports on projects inspected and provides information and assistance to contractors, developers, engineers, and the general public in person, by telephone, or in the field.

IDENTIFYING CHARACTERISTICS

The Public Works Inspector is a journey level class and incumbents are required to perform the full range of construction inspection activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs construction inspection of public works projects performed within the City's right-of-way and/or for which an City encroachment or grading permit was issued; inspects new subdivision public improvements including grading, sewer, and storm drain facilities, sidewalk, curb, gutter, and streets; parks, bike paths, and other open space projects; inspects work quality and materials used during various stages of construction; ensures compliance with approved plans and specifications, standards, and applicable codes, ordinances, and regulations; makes recommendations regarding contract compliance.
2. Collects and prepares various samples of construction materials for testing, examination, or analysis.
3. Checks grades, maintains field notes, and performs mathematical calculations as necessary; makes field sketches and drawings.
4. Compiles data on construction progress and inspection results; maintains a variety of records and files; prepares various reports on daily operations and activities.
5. Determines coordinates, investigates, and enforces encroachment permit conditions; performs inspections to ensure against encroachment without permit.
6. Reviews permits and site plans as required; may collect fees and cash deposits.
7. Answers questions, provides information to, and confers with property owners regarding project schedule, hazards, and inconvenience; schedules service interruptions with the least interference and least inconvenience to property owners; coordinates work with other City departments and utilities to resolve interferences and conflicts.
8. Evaluates, inspects, and coordinates repairs to the existing collection systems.
9. Performs routine engineering computations and assists in verifying compliance with technical

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requirements; recommends revisions as appropriate.

10. Provides support with other engineering projects and services including in the areas of right-of-way research and location, drainage, and design.
11. Establishes and maintains records and record keeping systems; prepares documentation, correspondence, and reports.
12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a public works inspection program.
Methods and techniques used in the inspection of public works construction projects.
Principles and practices of civil engineering as applied to the planning, design, construction, and maintenance of public works and building projects.
Principles, methods, materials, equipment, and safety hazards of construction.
Methods and techniques of detecting construction defects and faults.
Applicable laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
Mathematic principles.
Basic surveying principles and equipment.
Office procedures, methods, and equipment including computers and supporting software applications including word processing, spread sheet and database applications.
Occupational hazards and standard safety precautions.

Ability to:

Perform inspections on a variety of public works projects.
Perform a broad range of technical engineering work including construction and drainage inspection, project monitoring, materials testing, surveying, and encroachment permitting.
Understand and interpret maps, engineering plans and specifications
Prepare accurate engineering records.
Prepare simple detailing and representations, make sketches and drawings of field conditions/installations.
Deal firmly and tactfully with contractors, engineers, and property owners.
Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
Perform various mathematical calculations.
Evaluate construction work performed to prepare progress payments.
Prepare and maintain records, drawings, and reports related to construction activities.
Safely operate a variety of tools, equipment, and assigned vehicle.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in public works inspection, civil engineering, or a related field.

Experience:

Two years of construction inspection or para-professional public works engineering experience.

License or Certificate:

Possession of an appropriate, valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, climb ladders and walk on uneven terrain, loose soil and sloped surfaces; reach and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.