

PUBLIC WORKS INSPECTOR

DEFINITION

This position is responsible for inspecting public works construction and capital improvement projects to ensure conformance with plans, specifications, standards, laws and regulations and to perform a variety of tasks relative to this area of responsibility. Projects include those involving federal and municipal funds and both public and private improvements. This is a skilled journey-level class and requires independence of action, judgment, and discretion in interpreting plans and specifications and enforcing local, state, and federal construction regulations.

This position is distinguished from that of the Civil Engineering Technician position in that the preponderance of the Public Works Inspector duties are related to field work rather than office work. The Public Works Inspector has a greater depth of knowledge and ability regarding construction materials and methods and greater experience in managing complex construction projects.

SUPERVISION EXERCISED AND RECEIVED

Reports to the Senior Engineer. Is not responsible for any direct supervision but does indirectly supervise contractors.

ESSENTIAL AND IMPORTANT DUTIES

- Performs a variety of technical civil engineering functions including inspecting, plan checking and issuing permits.
- Provides field inspection of public and private civil improvement projects, including, but not limited to, grading, underground utilities, encroachments, curbs, gutters, sidewalk, paving, facilities, structures, and park construction; ensures conformance to approved plans and specifications; requires correction of defective work; recommends approval of acceptable work.
- Reviews plans and specifications of assigned projects with the Senior Engineer and/or the Public Works Director/City Engineer; attend/conduct pre-construction conferences.
- Issues permits. Issues notices to correct violations of public works codes and standards, including storm water, right-of-way encroachments, grading and sewer codes and standards, and recommends action to the Senior Engineer if corrections are not made.
- Performs contract administration duties including preparation of daily construction reports, weekly statement of working days, change orders, progress payments, general correspondence, and checking payroll records, materials submittals and certificates of compliance.
- Prepares daily activity records and reports manually and in computer-based format. Take photography and prepare site sketches.
- Estimates the cost of materials and labor necessary to complete new or unanticipated work. Initiates change orders.
- Writes letters to contractors, homeowners, consultants, agencies, and other city departments.
- Collects and review contractor payroll records to insure compliance with state and federal wage rate laws.

- Reviews submittals, takes samples of materials for examination or testing by laboratories; records amounts of materials used and work performed, and interpret results of soils, materials, and operational tests: including asphalt compliance, concrete strength and soil compaction test reports.
- Represents the Department of Public Works with developers, architects, engineers, contractors and the general public; provide information and assistance; interprets and explains City Ordinances, standards, plans, specification, procedures and policies.
- Provides information regarding existing public works infrastructure to satisfy inquiries from staff developers and citizens.
- Coordinates work with maintenance staff, other City departments and public utilities. Indicates location of various items on plans. Helps locate utilities ahead of work sites. Schedules service interruptions with least interference and least inconvenience to properties.
- Investigates property owner complaints; confer with property owners regarding project schedule, hazards and inconvenience.
- Inspects adjacent properties for damage from construction activity.
- Assists the Senior Engineer in administration of federal-aid construction contracts in accordance with the State of California Local Assistance Procedures Manual.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.
- Storm water pollution prevention and the implementation and inspection of best management practices for private and public projects
- Materials, methods, equipments, and techniques used in the construction of a variety of construction projects and structures.
- Basic soil engineering principles.
- Caltrans specifications, procedures and standards.
- Basic elements of electrical power services and controls.
- Word processing, spreadsheet, permitting, maintenance management, pavement *management*, and customer service software.

Ability and skills to:

- Perform the entire range of construction inspection activities with a minimum of supervision.
- Evaluate quality of construction. Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Read and interpret codes, standards, details, plans and specifications. Make oral and written presentations for meetings with consultants, contractors, property owners, staff and project teams.
- Perform contract administration duties including preparation of daily construction reports, weekly statements of working days, change orders, progress payments, general correspondence, and checking payroll records, material submittals and certificates of compliance.
- Prepare accurate written reports including taking informative photography, maintain records, logs and databases; make mathematical calculations and accurate engineering computations and drawings.
- Estimate and calculate amounts and costs of materials used in construction.
- Communicate effectively and tactfully both orally and in writing. Provide excellent customer service to the public, other agencies, and other City employees.
- Work effectively with others while enforcing provisions of construction contracts.

- Adapt approved engineering methods and standards to the design and construction of a variety of public works projects.
- Operate motor vehicle or motorized equipment; communicate over telephone or two-way radio.
- Travel to various and remote sites within the city; follow complex written or verbal instructions and procedures; work alone in or close proximity to others.
- Operate standard office equipment including printer/photocopier, facsimile machine and personal computer.
- Work occasional overtime and irregular hours
- Ability to read and hear voices and telephones.
- Visual acuity to quickly and accurately review and interpret plans and diagrams and make inspections.
- Ability to inspect construction sites requiring physical flexibility and dexterity, including the ability to continually stand, bend, stoop, reach, crouch and climb. Normal color vision required.
- Communicate clearly and understandably.

EDUCATION AND TRAINING

- Possession of a high school diploma, or G.E.D. equivalency.
- Three years of experience in engineering field inspection work on public works projects.

Related college-level coursework in engineering, architecture or related field may be substituted for up to two years of experience on a year-for-year basis.

OR

A Class A license in general engineering construction may be substituted for one year of the experience.

OTHER REQUIREMENTS

- Must possess a valid California driver's license and have a satisfactory driving record.