

## **DEFINITION**

Under general supervision, inspects a variety of public works construction projects to ensure conformance with contract plans, specifications, standards, laws, and regulations; performs work related to plan checking, issuing permits, providing construction recommendations, and other technical functions; and performs related work as assigned.

## **DISTINGUISHING CHARACTERISTICS**

Public Works Construction Inspector is a specialized classification that is responsible for a variety of duties related to the inspection of public works construction projects.

## **SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from higher-level Public Works Department staff.

## **DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Provides field inspection of public and private improvement projects that involve grading, underground utilities, encroachments, curbs, gutters, sidewalk, paving, facilities, structures, and park construction; ensures conformance to approved plans, specifications, and schedules; stipulates correction of defective work; recommends approval of acceptable work;
- Performs civil engineering functions, such as plan checking, issuing permits, and answering construction specification;
- Ensures that all required tests, operations, measurements, and inspections are scheduled, ordered, and satisfactorily completed; ensures compliance with applicable safety regulations;
- Reviews submittals and takes samples of materials for examination or testing by laboratories; records amounts of materials used and work performed, and interprets results of soils, materials, and operational tests, including asphalt compliance, concrete strength, and soil compaction test reports;
- Inspects traffic control placed within the City right-of-way and ensures compliance with applicable safety regulations;
- Writes letters to contractors and homeowners regarding inspections; responds to public inquiries and requests for assistance in person and over the phone;
- Performs contract administration duties, including preparation of daily construction reports, weekly statements of working days, change orders, progress payments, general correspondence, and checking of payroll records, material submittals, and certificates of compliance;
- Assists in investigating and resolving disputes and/or problems, and responds to complaints from the public;
- Conducts sidewalk inspections and follow-up inspections; inspects adjacent properties for damage from construction activity;
- Coordinates work with maintenance staff, other City departments, and public utilities;
- Prepares daily activity records and reports manually and in computer-based format; takes photography and prepares site sketches; and

- Performs related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Applicable laws, regulations, codes, and departmental policies governing the construction of assigned projects; materials, methods, equipment, and techniques used in the construction of a variety of construction projects and structures; basic construction safety practices; soil engineering principles; erosion control storm water protection; word processing; spreadsheets; permitting; maintenance management; pavement management; customer service software; the entire range of construction inspection activities; written reports; taking informative photography; maintaining records, logs, and databases; making mathematical calculations and accurate engineering computations and drawings; surveying procedures, instruments, and equipment; basic construction safety practices; approved engineering methods and standards to the design and construction of a variety of public works projects.

**Ability to:** Evaluate quality of construction; detect and locate faulty materials and workmanship and determine the stage of construction; 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; communicate effectively and tactfully, both orally and in writing; provide excellent customer service to the public, other agencies, and other City employees; read and interpret codes, standards, details, plans, and specifications; estimate and calculate amounts and costs of materials used in construction.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** High school diploma or equivalent (GED). Technical training and/or a degree in building inspection technology, civil engineering, or a related field is desirable.

**Experience:** Two (2) years of progressively responsible experience as a Building Inspector with a Municipal Building Department performing combination inspections.

**Licenses:** Must possess and maintain a valid Class C California Driver's License issued by the State Department of Motor Vehicles and a satisfactory driving record. Certifications such as Combination Inspector or related are preferred.

## **SPECIAL REQUIREMENTS**

Physical agility adequate to inspect construction sites. Requires physical flexibility and dexterity, including the ability to continually stand, bend, stoop, reach, and crouch. Must be able to communicate effectively, both orally and in writing, hear voices, and operate telephones. Must have ability to quickly and accurately see, review, and interpret plans and diagrams and make inspections.