



Department:	Public Works/Engineering
Bargaining Unit:	SEIU
Salary Range:	E59
Last Revision:	September 1997

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## **PUBLIC WORKS INSPECTOR**

### **DEFINITION**

Under general supervision, to perform a variety of construction inspection work on City public works and private improvement projects and to perform technical engineering office and field work to insure compliance with applicable laws, ordinances, standards, plans, and specifications.

### **SUPERVISION EXERCISED**

Exercises no supervision

### **DISTINGUISHING CHARACTERISTICS**

This job class functions at a senior level and is distinguished from the Engineering Technician class by the size and complexity of projects assigned. Positions in this class perform the entire range of field inspection work requiring a complete knowledge of construction inspection principles and practices.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Inspect public work projects, subdivisions, shopping centers, and other projects for compliance with applicable standards for general grading, sewer main installation, water system, curbs, gutters, storm drains, sidewalks, street paving, and other improvements.

Inspect contract and encroachment permit work for compliance with stipulated provisions.

Maintain accurate records on work progress, work quality, and change orders; prepare financial reports and progress payment documents for City projects.

Review engineering plans and specifications for City administered public works projects for compliance; comments on acceptability.

Attend and participate in conferences and meetings with contractors, utility managers, various engineers, and others to explain city's codes, standards and safety procedures; coordinates and monitors project work joint efforts.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Recommend and oversees filed change orders; makes necessary modifications to plans on site; establishes work procedures; prepare contract progress payments and recommends project acceptance.

Review applications for encroachment and public improvement permits and approves issues of permits.

Provide general information on Public Works Department policies and operations; investigates citizen complaints and recommends appropriate course of action.

Monitor and participate in the performance of a variety of field tests for assurance including soil compaction, water pressure, chlorine bacteria, and concrete compliance tests; per form survey activities.

Conduct plan checking public/civil works construction drawings; review various types of revisions to on going construction projects.

Review, approve, and issue encroachment permits related to land development commercial development, repairs of new installations of utilities within city right of ways to ensure compliance and conformance with City specifications and regulations.

Perform design evaluation and technical drafting work; maintain maps and plans.

Prepare a variety of activity records and reports; maintain as-built notes for each set of plans; prepare and maintain engineering project and construction files.

Assist in the preparation of various traffic engineering studies or reports.

Test a variety of soil conditions and construction materials.

Prepare as-built drawings and performs technical drafting work.

Perform duties in support of the pavement maintenance management program.

Perform special assignments such as administration of the City=s sidewalk repair program and pavement maintenance management program.

Perform related duties similar to the above in scope and function as required.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Survey techniques and practices.

Materials and methods used in a wide variety of public works construction.

Modern office procedures, methods, and computer equipment.

Principles, practices, materials, equipment and safety hazards of construction and surveying, including methods of civil and structural engineering as applied to public works facilities construction.

City policies, procedures, and regulations regarding contracts for Public Works construction.

Laws, rules regulations, and ordinances governing installation of public works facilities and subdivisions.

Basic mathematics including algebra, geometry, and trigonometry as applied in construction inspection work.

Materials sampling, testing, and estimating procedures.

### **Skill to:**

Operate a motor vehicle safely.

### **Ability to:**

Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.

Analyze construction plans, specifications, and maps.

Test a variety of soil conditions and construction materials.

Read and interpret property descriptions and City and other agency maps and sketches.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications layouts, blueprints and schematics.

Communicate clearly and concisely, both orally and in writing.

Perform field inspections and survey work.

**Ability to:**

Prepare technical engineering reports.

Perform a variety of engineering calculations.

Prepare financial reports and progress payments for individual projects.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five (5) years of increasingly responsible experience in technical engineering office and field work, including three (3) years of experience in construction inspection.

**Training:**

Equivalent of two (2) years college level work including courses in algebra, geometry, trigonometry, civil engineering or a related field.

**License or Certificate:**

A valid and appropriate California driver's license, including a safe driving record.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb and lift 70 lbs.; exposure to noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** September 15, 1997