

## **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 on assigned public works projects; ensures conformance with approved plans, specifications, and City standards; and maintains records and prepares reports on projects inspected.

### **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. Inspect the construction, repair, and/or alteration work on assigned public works projects including streets, parks, gutters, curbs, sidewalks, parking lots, water and sewer systems, storm drains, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities, and other City capital projects; inspect materials, methods, and procedures for conformance with plans and specifications; enforce and observe testing of materials; review test reports; perform final inspection upon completion of project.
2. Meet with representatives of utility companies, contractors, engineers and other public agencies regarding construction plans and specifications; investigate and attempt to resolve citizen complaints.
3. Answer questions, provide information, and confer with property owners regarding project schedule, hazards, and inconvenience; schedule service interruptions with the least interference and least inconvenience to property owners; coordinate work with other City departments and utilities to resolve interferences and conflicts.
4. Prepare and process progress payments for contractors; negotiate contract change orders and revisions to reimbursement agreements.
5. Compile detailed data on construction progress and inspection results; issue notification letters to contractors; maintain a variety of records and files; prepare various reports and logs on daily operations and activities.
6. Review plans, specifications, contract documents, and other technical data to ensure conformance with City standards; recommend and/or make changes as necessary.
7. Enforce and document adherence to various environmental requirements.
8. Respond to public inquiries at the front counter and over the phone in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
9. Attend and participate in seminars, training sessions, and other meetings; maintain awareness of new trends and developments in construction methods and materials; incorporate new developments as appropriate.

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10. Address public safety in construction zones; advise contractors of issues related to public safety; assist in detour planning, sign placement, and other traffic control measures.
11. Perform civil defense duties as assigned.
12. Perform 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.
- Basic principles and practices of civil engineering as applied to the planning, design, construction, and maintenance of public works and building projects.
- Methods and techniques of engineering principles, construction plans, and specification review for compliance with established construction standards.
- Methods used in property location, topographic, and construction survey work.
- Principles, methods, materials, equipment, and safety hazards of construction.
- Real property description and practices.
- Mathematics principles and practices.
- Occupational hazards and standard safety precautions.
- Principles and procedures of record keeping and filing.
- Technical report writing and preparation of correspondence.
- Drafting and mapping.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Perform inspections on a variety of public works projects.
- Understand and interpret maps, engineering plans and specifications.
- Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
- Perform various mathematical calculations.
- Prepare and maintain records, drawings, and reports related to construction activities.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Make complete and accurate field notes and prepare clear and concise reports.
- Safely operate a variety of tools, equipment, and assigned vehicle.
- Understand engineering principles and apply to construction projects.
- Inspect and analyze construction procedures and interpret code violations.
- Assist with the work of a survey party.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **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:**

Three years of increasingly responsible construction, inspection, or public works maintenance experience.

#### **License or Certificate:**

Possession of an appropriate, valid 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; regular interaction with City staff, general public and other organizations; occasionally deal with dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.