



## JOB DESCRIPTION

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# **PUBLIC WORKS INSPECTOR**

## **DEFINITION**

Under supervision of the City Engineer, works both, in the office and in the field; works independently to inspect moderate to complex public works projects; ensures compliance with plans, specifications, contract terms and department standards; initiates project enforcement activities.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Inspects roads, flood controls, parks and construction work performed under contract to the City, including grading, placement of road base materials, A.C. paving, storm drain utility placement, culvert construction, placing of concrete and landscaping; enforces compliance with contract plans and specifications; monitors contractor work in progress; interprets and coordinates contract provisions with contractor; reviews construction activity for safe operations and monitors project traffic control.
2. Inspects subdivision construction work including over excavation, rough grading, dust control, finish grading, erection of concrete forms and falsework, placement and fabrication of structural steel, reinforcing steel and fencing; placement, consolidation and curing of concrete; enforces compliance with plans, specifications, City standards and proper construction practices for work such as installation of gas and water lines, sewers, utility conduits, parks and landscape improvements, construction of storm drains, culverts, flood control channels, dry-wells, retention basins, catch basins, junction structures, curbs, gutters, sidewalks, driveways, and streets; stipulates correction and repairs necessary before final acceptance is made; ensures proper placement and maintenance of signs, barricades and warning devices; recommends to supervisor acceptance of public improvements in completed subdivisions.
3. Inspects adjacent properties for damages from construction activity; coordinates inspections with other City departments; performs routine field tests; assists in writing and developing construction specifications for new construction.
4. Documents inspection activities including, but not limited to, daily construction inspection reports, job site conditions, accident reports, and unsafe conditions; issues stop work orders, non-compliance notices and other notices and orders as directed.
5. May answer emergency calls from the public, staff and other agencies taking appropriate action as directed.
6. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experience**

Graduation from high school or equivalent; supplemented by any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include at least two years of college level training in engineering construction, public works or a related field, and five years of sub-professional engineering or journey level public works or heavy construction experience including some construction



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inspection experience. Must be familiar with Standard Specifications for Public Works Construction (Green Book) and State of California, Department of Transportation Standard Plans and Specifications.

### Knowledge, Skills and Abilities

Extensive knowledge of public works construction and inspection; principles, practices, applicable laws, regulations, codes and departmental policies governing the construction of public works projects and subdivisions; methods, materials, equipment and safety hazards of construction; surveying, drafting and mathematics to calculate areas, volumes and elevations; technical report writing and preparation of correspondence; principles and practices of supervision and training. Skill in using a Windows-based desktop computer and computer-related equipment; modern office equipment operation, telephone systems and radio communications equipment; preparing clearly written correspondence and technical reports involving mathematical computations; compiling and maintaining neat, accurate and organized records necessary for successful job performance. Ability to work independently; interpret construction contracts, plans and specifications applying applicable laws, rules and regulations; use survey instruments and test equipment with respect to particular projects; use City-provided means of transportation to travel to work sites; inspect routine and moderately difficult construction and enforce compliance with plans, specifications, ordinances and codes; read and interpret engineering plans, blueprints and specifications; records of survey, legal descriptions and tract descriptions; communicate effectively both orally and in writing; maintain cooperative working relationships with a wide-range of diverse groups including engineers, developers, contractors, public officials, community members and staff; understand departmental functions and carry out complex written and/or verbal directions; recognize scope and authority reflecting program goals and the intent of the supervisor; exercise independent judgment and decision-making; establish and maintain cooperative working relationships; supervise the work of others.

### NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid California Driver's license and a satisfactory driving record.

### WORKING CONDITIONS

Incumbents must be able to perform tasks related to construction work which may include exposure to dust, temperature, inclement weather, noise and occasional exposure to hazardous work construction. Must be able to access restricted areas such as trenches, pipes, etc., without physical constraints and maintain continuous radio communications with City Hall. May be required to work after hours with little to no prior notice.

### ESSENTIAL ELEMENTS

#### Aptitudes

Eye/hand coordination, hearing/listening and smelling.

#### Physical Demands

Limited stooping, kneeling and climbing, sitting, standing, walking, light lifting (25 pounds or less), touching dexterity (hand and finger), carrying, clear vision - general, close vision, color perception, clear speech - simple, driving vehicle, moving objects, hazards, and fatigue.

#### Mental Requirements

Reading and writing - simple, memorization, analyzing, math skills, good judgment and decision making.

#### Work Environment



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Works alone, with the public, staff and elected officials, verbal contact with others, face-to-face and telephone contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors and dirt/dust. Performs a wide variety of duties.

### Equipment

Telephone, calculator, photocopier, facsimile machine, radio communications equipment and maintenance tool equipment.