



PUBLIC WORKS INSPECTION SUPERVISOR

*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 with the job.*

DEFINITION

To supervise, assign and review work of public works inspectors and participate in all work activities of assigned staff; to inspect work quality and materials used in a variety of public works projects including the construction, repair, maintenance, or alterations of water and wastewater lines, streets, curbs, storm drain systems, and sidewalks; to ensure conformance with approved plans, specifications, and regulations; and maintain records and prepare reports on projects inspected.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Engineer.

Exercises direct supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise, and review the work performed by inspectors; inspects work in the field to ensure that work is performed in a timely manner and in conformance with established policies and procedures; resolves difficult problems out in the field.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Participate in the selection of public works inspectors; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Inspect work quality and materials used in a variety of public works projects during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
5. Conduct preliminary examination of plans and specifications of assigned projects; determine compliance with the provisions of the construction codes, ordinances, and regulations.
6. Inspect various public works structures including water and wastewater utilities, streets, sidewalks, gutters, structural concrete, storm drains, manholes, and various other facilities; check line, grade, size, elevation, and location of structures for conformance with specifications and regulations.

CITY OF CHINO HILLS
Public Works Inspection Supervisor
Page 2

7. Observe work during progress and upon completion; ensure that safety procedures are followed.
8. Deal with private contractors on construction specifications and procedures; ensure compliance with procedures and regulations; resolves conflicts.
9. Prepare various inspection reports as required; maintain files and reports regarding inspection and plan check activities and findings.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints concerning construction and repair projects.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of public works inspection and plans examining work.
Applicable laws, regulations, codes, ordinances, and policies governing the construction of assigned public works projects.
Pertinent Federal, State, and local laws, codes, and regulations.
Accepted safety standards and methods of construction activities.
Construction principles and practices.
Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
Principles of supervision.

Ability to:

Supervise, organize, and review the work of Public Works Inspectors.
Select, supervise, train, and evaluate staff.
Inspect the work performed by staff to ensure compliance with policies and procedures.
Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
Read and interpret plans and specifications.
Determine if construction systems conform to City Code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

CITY OF CHINO HILLS
Public Works Inspection Supervisor
Page 3

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time*
- *Operating assigned office equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office and inspection equipment.*

Maintain mental capacity which allows for effective interaction and communications with others.

Experience and Training Guidelines -- *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four (4) years of experience performing construction inspection of public works activities in a municipality including one (1) year of lead supervisory responsibility.

Training:

Equivalent to completion of the twelfth grade supplemented by technical training in the building and construction trades.

License or Certificate

Possession of a Class C California driver's license.

WORKING CONDITIONS

Inspection site environment; walking on uneven surfaces; exposure to dust and noise; some climbing, stooping, light lifting, and inspecting in confined areas.

Adopted 7/00
Revised 10/22/02