



## SENIOR PUBLIC WORKS INSPECTOR

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under supervision, inspects work quality and materials used in a variety of public works projects including the construction, repair, maintenance or alterations of water, reclaimed water and wastewater lines; streets; sidewalks; curbs; storm drain systems; parks; and landscaping to ensure conformance with approved plans, specifications, and regulations. This position maintains records and prepares reports on projects inspected.

### **Classification Characteristics:**

This is the advanced journey level class in the Public Works Inspector series. Positions at this level are distinguished from the Public Works Inspector II by the level of responsibility assumed and the complexity of duties assigned. Senior Public Works Inspectors are responsible for varied and complex inspections. This classification may exercise functional supervision over lower level staff and receives general supervision.

### **Essential Functions:**

- Inspect work quality and materials used in a variety of complex public works projects during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
- Conduct preliminary examination of plans and specifications of assigned projects; determine compliance with the provisions of the construction codes, ordinances, and regulations.
- Inspect various public works structures including water, reclaimed water, and wastewater utilities; streets; sidewalks; gutters; structural concrete; storm drains; manholes; parks; landscaping; and various other facilities. Check line, grade, size, elevation, and location of structures for conformance with specifications and regulations.
- Observe work during progress and upon completion; ensure that safety procedures are followed and traffic control is compliant with regulations.
- Deal with private contractors on construction specifications and procedures; ensure compliance with procedures and regulations.
- Prepare various inspection reports as required; maintain files and reports regarding inspection and plan check findings.
- Train new inspectors on City policies and work procedures.
- Effectively respond to and resolve difficult and sensitive citizen inquiries and complaints concerning construction and repair projects.

**Qualifications:**

Knowledge of:

- Principles and techniques of complex public works inspection and plans examining work.
- Applicable laws, regulations, codes, ordinances, and policies governing the construction of assigned public projects.
- Thorough knowledge of the construction of various complex public works structures.
- Technical report writing.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Accepted safety standards and methods of construction activities.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Ability to:

- 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.
- Effectively schedule own workload and meet agreed upon inspection times with contractors.
- Operate a computer terminal.
- Prepare a variety of reports and maintain accurate records.
- Enforce necessary regulations with firmness and tact.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- 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, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *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:

Three years of experience performing journey level construction inspection of public works activities in a municipality.

Training:

Equivalent to graduation of the twelfth grade supplemented by technical training in engineering construction, public works or a related field.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

**Working Conditions:**

Work periodically in an office environment and frequently in an inspection site environment with exposure to dust, noise, fumes, and inclement weather. Frequent standing and sitting for extended periods; walk on even, uneven, and slippery surfaces; climb, stoop, squat, crouch, kneel, bend, lean, turn, twist, reach, grasp, push, and pull. Lift, carry, and push objects weighing up to 50 pounds. Inspect in confined areas. Near and far vision required for performing inspections and completing reports. Drive motorized vehicles and work around moving traffic.