



PUBLIC WORKS INSPECTION SUPERVISOR

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 general direction, this position is responsible to supervise, assign and review the work of staff responsible for providing public works inspection services for the City. The Public Works Inspection Supervisor participates in all work activities of the Public Works Inspection program including the inspection of 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.

Classification Characteristics:

This is an advanced journey level, first-line supervisory position that is expected to perform the full range of duties.

Essential Functions:

- Plan, prioritize, assign, supervise and review the work of technical staff involved in the City's public works inspection program ensuring that work is performed in a timely manner and in conformance with established policies, procedures and regulations.
- Recommend new goals and objectives; implement approved policies and procedures.
- Supervises and participates in the selection of Public Works Inspectors; provide or coordinate staff training; evaluating and working with employees to correct deficiencies; implement discipline procedures.
- Inspect work quality and materials used in a variety of complex public works projects during various stages of construction 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 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.
- Observe work during progress and upon completion; ensure that safety procedures are followed and traffic control is compliant with regulations.
- Professionally deal with private contractors on construction specifications and procedures and ensure compliance with Federal, State and local laws, regulations and ordinances.
- Prepare complete and accurate inspection logs and reports; maintain files regarding inspection and plan check activities and findings.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints concerning construction and repair projects.

Qualifications:

Knowledge of:

- Principles and techniques of public works construction, inspection methods and plans examining work.
- Accepted safety standards and methods of construction.
- Pertinent Federal, State, and local laws, codes, regulations and policies governing the construction of complex public works projects.
- Principles and techniques of conflict resolution.
- Mathematics including algebra, geometry and trigonometry as applied to construction inspection work.
- English usage, spelling, grammar, and punctuation.
- Principles of record keeping and reporting.
- Modern office procedures, methods, and computer equipment.
- Principles and practices of supervision.

Ability to:

- Organize, schedule, coordinate, supervise and review the work of others.
- Assist in the development of improved work methods and procedures.
- 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.
- 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; effectively resolve disputes.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Present effective oral and written reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including contractors, City employees 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:

Four years of increasingly responsible experience performing construction inspection of public works projects in a municipality including one year of lead 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 California Class C Driver's License.

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. Drive motorized vehicles and work around moving traffic.