



PUBLIC WORKS INSPECTOR I/II

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:

Public Works Inspector I – This is the entry level class in the Public Works Inspector series. This class is distinguished from the Public Works Inspector II by the performance of the more routine, less complex inspections. This position receives direct supervision from higher level staff and may receive technical and functional supervision from a higher level inspector, however, as training progresses, is assigned to perform independent inspections of a limited scope. This class is typically used as a training class and employees may have only limited inspection experience. Positions in this class are flexibly staffed and may advance to the Public Works Inspector II level when training and experience is sufficient to perform at the full journey level.

Public Works Inspector II - This is the full journey level class in the Public Works Inspector series. This class is distinguished from the Public Works Inspector I by the performance of the full range of duties assigned including independently performing a full range of complex inspections. This position receives general supervision from higher level staff and may exercise technical and functional supervision over lower level inspectors. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Public Works Inspector I level, or when filled from the outside, have prior public works inspection experience.

Essential Functions:

- 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.
- 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.

Public Works Inspector I Qualifications:

Knowledge of:

- Procedures, methods and techniques; materials; equipment; and supplies used in the construction and repair of public works projects.
- Accepted safety standards and methods of construction activities.
- Public works construction principles and practices.
- Mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Ability to:

- Learn principles and techniques of public works inspection and plans examining work.
- Learn applicable laws, regulations, codes, ordinances, and policies governing the construction of assigned public works projects.
- 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.
- Operate a computer terminal.
- Prepare a variety of reports and maintain accurate records.
- 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, 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 increasingly responsible public works maintenance, repair or construction experience.

Training:

Equivalent to graduation of the twelfth grade supplemented by technical training in engineering, inspection, or in a construction trade.

License or Certificate:

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

Public Works Inspector II 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 projects.
- Applicable laws, regulations, codes, ordinances, and policies governing construction of assigned public projects.
- 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.
- Operate a computer terminal.
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- 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:

Two years of experience performing construction inspection of public works activities in a municipality.

Training:

Equivalent to graduation 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 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.