

## CONSTRUCTION INSPECTOR

### I. Position Identification

- A) Title: Construction Inspector
- B) Bargaining Unit: Public Employees Union, Local #1
- C) Customary Work Hours: 7:00 a.m. until 3:30 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Senior Construction Inspector
- F) Directs the Work of: None
- G) Educational and/or Experience Requirements:

Any combination of education and experience that would demonstrate the knowledge, skills, and abilities as outlined below and the ability to read schematic drawings and basic plans is qualifying. A typical way to obtain the knowledge and skills is:

Education: High school diploma or equivalent supplemented with college-level coursework in civil engineering, construction inspection, and/or surveying or related certification programs.

Experience: Three (3) years of recent increasingly responsible work experience in construction inspection on public and/or private infrastructure projects. Journey-level field construction experience may be substituted on a two (2) years of construction experience for one (1) year of inspection experience basis.

Licenses and/or Certificates Required:

Possession of a valid California Class C driver's license is required.

Successful completion of specialized training in Work Zone Traffic Control Safety and Trenching & Excavation Safety within twelve (12) months of hire.

### II. FLSA Status: Non-Exempt

**III. Position Summary:**

Under immediate direction, performs technical work involving inspections, materials testing, surveying, stormwater compliance, and drafting for City public works projects and private development projects.

**IV. Essential Functions:**

Incumbents may be assigned to varying work schedules, weekend or night work, and be called back to work as needed by the City.

1. Inspect all phases of public works, infrastructure, capital improvement, and private development construction projects for workmanship and conformance with approved plans, specifications, contract provisions, safe working practices, Storm Water Pollution Prevention Plans (SWPPP), Air Quality, and/or OSHA requirements.
2. Review plans and specifications of assigned construction projects and attend pre-construction conferences as required.
3. Develop and maintain positive public relations with emphasis on customer service, including responding to residential complaints and concerns regarding ongoing improvement projects.
4. Work with private surveyors and outside engineering firms to ensure specification compliance and to coordinate the completion of City and private projects.
5. Correspond and directly communicate with construction firms and developers during the life of projects to enforce City and safety requirements and related issues.
6. Maintain construction project records including progress payment reports, correspondence logs, daily logs and reports, compaction test results, and other material test reports depending on the project.
7. Perform or coordinate materials tests as required, including, but not limited to, compaction tests; water and sewer line pressure tests; storm-drain vacuum tests; water-quality tests; and soil tests, including density, moisture content, gradations, and sand equivalency.
8. Check line and grade of street and underground construction.
9. Perform or assist with construction surveying and staking.
10. Make direct contact with contractor representatives to correct construction deficiencies, recommend field changes, and resolve constructability issues with the project engineer.

11. Coordinate work schedules of contractor and subcontractor and/or City crews involved in the various phases of work.
12. Assist with preliminary designing, surveying, and plan preparation.
13. Prepare as-built drawings of completed projects.
14. Review designs for constructability and compliance with City requirements.
15. Comply with all safety procedures and programs, complete assigned safety trainings, and wear appropriate Personal Protective Equipment.
16. Carry out the mission of the City and the Department and adhere to City and departmental organizational values. Serve on employee task forces and committees, as appropriate.
17. Able and willing to foster a team environment within the Public Works Department and with other City employees in the course of daily activities.
18. Perform other duties and assume other responsibilities as apparent or as delegated.

**V. Job-Related and Essential Qualifications:**

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

**A. Knowledge of:**

- Federal, state, and local codes, regulations, specifications, and standards relating to construction.
- Engineering and construction practices and procedures.
- Engineering field mathematics.
- Construction zone traffic signing and control.
- Trenching, shoring, and confined-space operations.
- OSHA regulations as they relate to construction.
- Field testing practices of soil, concrete, and asphalt.

**B. Skill at:**

- Communicating clearly, concisely, and effectively, both orally and in writing, using appropriate English grammar and syntax.
- Using standard office equipment. Operating modern equipment and communication tools used for business functions and program, project, and

task coordination.

- Maintaining records and preparing reports.
- Interpreting construction diagrams, plans, and specifications.
- Safe driving and work practices.
- Meet the physical, mental, and environmental demands of the job.

**C. Ability to:**

- Understand and follow oral and written instructions; work independently in the absence of supervision.
- Use sound inspection methods to examine workmanship and materials.
- Keep abreast of new and changing technology relevant to the position.
- Use initiative and independent judgment and exercise sound judgment.
- Recognize, prioritize, and accomplish needed tasks.
- Establish and maintain cooperative working relationships with public officials, contractors, City employees, and the general public with courtesy and tact.
- Evaluate alternative solutions and present recommendations.
- Identify with management and City goals and objectives and understand and support City priorities and needs.
- Maintain regular and predictable attendance.

**VI. Physical Demands/Qualifications:**

1. Work safely outdoors in all weather.
2. Stand, climb, and walk for extended periods.
3. Work in confined spaces.
4. Work on slippery and uneven surfaces.
5. Manual dexterity sufficient to grasp and hold objects and tools with full range of motion in wrists and arms.
6. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist, or eyestrain.

7. Hearing sufficient to understand conversations, both in person and on the telephone.
8. Perform heavy physical labor including lifting of objects up to 50 pounds without assistance.
9. Drive a motor vehicle.
10. Wear safety or Personal Protective Equipment when necessary.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**VII. Non-Physical Demands/Qualifications:**

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Demonstrate a high level of integrity.
3. Operate under deadlines.
4. Be organized and capable of managing projects to schedule.
5. Possess a valid California driver's license

**VIII. Environmental Conditions:**

1. Working conditions in the office area are in a clean working space, well-lit, and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperature and may include wind, rain, and other elements.

**IX. Other Duties and Requirements:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.