

PUBLIC WORKS INSPECTOR

DEFINITION

Under general supervision, inspects public works and related construction improvements and projects to ensure quality control; performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by employees in this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential functions for this class.

1. Performs periodic and detailed inspection of assigned construction projects to ensure quantity and quality control and integrity of the work as prescribed in approved plans, specifications, standards, codes, ordinances or other applicable guidelines.
2. Maintains field inspection records and reports as required for compliance with contract provisions and/or payment procedures; prepares plans; fields change orders and accounting records as authorized.
3. Performs, provides, and approves all necessary field testing of materials and constructing including compaction testing, concrete tests, percolation tests, testing of water and sewer lines.
4. Coordinates work with contractors, developers, other City departments, private and public accordance with standards, traffic section directives, and police or fire department requests.

EMPLOYMENT STANDARDS

Education and/or Experience

Five years of public works experience that includes two years of public works inspection practice or any combination of training and experience that provides the desired knowledge and abilities.

Post-secondary coursework related to construction and/or engineering is desirable.

Knowledge of:

Principles, methods, standards, materials, equipment, and safety hazards of construction; applicable laws, regulations, and codes governing the construction of public works projects; mathematics including algebra, geometry and trigonometry; technical report writing and preparation of correspondence; survey and test equipment operation.

Ability to:

Use survey and testing equipment; maintain cooperative working relationships with engineers, developers, contractors, and the public; exercise independent judgment; inspect construction and enforce compliance with plans, specifications, ordinances, codes and City requirements; meet the public in situations requiring diplomacy and tact; prepare correspondence and technical reports involving mathematical computations; schedule own work load and maintain appointments.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files; occasional lifting of objects up to 40 lbs.; moving from place to place within the office and during field inspections.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise; occasional use of a computer; temperature fluctuations due to seasonal extremes and working indoors and outdoors; independent travel throughout the area is required.

Date Adopted: August 6, 1996