



Date Adopted: December 19, 2017
Date Revised: _____

Title: Senior Public Works Inspector

FLSA: Non-Exempt

General Purpose:

Under direct supervision, coordinates the day-to-day scheduling of inspections, recording of inspection results and processing of inspections and related issues; performs complex roadway, storm drainage, parks and facilities inspections, which may include minor building, mechanical and electrical inspections to assure compliance with approved plans, specifications, regulations and ordinances of public and private construction projects (excluding building inspection); directs Public Works Inspectors and/or construction/inspections team in the field; provides general oversight of the permit issuance process; performs research and prepares department staff reports; provides plan check assistance on “over the counter” permits; is responsible for special projects assigned by the Senior Civil Engineer (Development)

Distinguishing Characteristics:

Under immediate supervision, this classification is distinguished from the class of Public Works Inspector by the performance of functional supervision and coordination of inspection personnel.

Supervision Received and Exercised:

Receives direction from the Senior Civil Engineer (Development).

Provide lead supervision over assigned Public Works Inspectors and/or construction/inspections team. May exercise indirect supervision of technical inspection and clerical staff, as assigned.

Essential Duties and Responsibilities:

Directs the work of Public Works Inspectors and/or construction/inspections team in the field to include assigning tasks, providing advice and assistance as appropriate.

Reviews improvement and development plans for conformance with City standards and compatibility with public works specifications.

Reviews capital improvement project plans for conformance with City standards and compatibility with public works specifications.

Performs field inspections on projects of a more complex nature.

Review, during design, and interpret plans and specifications on construction plans awarded to contractors.

Confer with contractors regarding conformance to standards, plans, specifications and codes.

Respond to inquiries and complaints from contractors, engineers and other City staff and the public regarding inspection functions and construction activities.

Inspects both public and private improvement projects for conformance with construction plans, specifications and good construction practices; enforces applicable construction safety practices.

As required, perform limited field surveys, job layouts, and construction staking.

Performs a variety of administrative tasks, including preparation of staff reports in support of the Department.

Reviews and determines need for, and as appropriate, prepares change orders.

As appropriate, issues stop work orders.

Prepares list of project deficiencies, ensures same are corrected; certifies project as complete; recommends release of performance, payment, and/or maintenance bonds.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Minimum Qualifications:

Knowledge of:

Modern supervisory principles and practices and the ability to apply them, including Federal, State, County and City laws and ordinances regulating construction.

Proper construction practices and trends associated with public works improvements.

Principles, methods, public works and building construction materials and equipment specifically, roadway, storm drainage system, parks and facilities construction materials including associated terminology used on public works projects.

Principles and practices of accepted construction safety standards and regulations.

Basic survey practices.

Materials, methods, and equipment used in the testing of construction materials.

Modern office practices, procedures, methods and equipment.

Customer service skills.

Ability To:

Analyze construction methods to determine conformance with accepted standards and enforce corrective actions when necessary.

Read, evaluate and interpret, and explain complex construction drawings, specifications, change orders, survey data and technical reports.

Prepare and maintain accurate inspection records and correspondence.

Interpret appropriate rules, regulations, contracts, laws and ordinances.

Provide advice and assistance on construction inspection matters.

Perform minor drafting work.

Accurately use measuring and survey tools and equipment as required for making inspections and collecting data for reports and records.

Make accurate mathematical calculations.

Inspection of public works projects for compliance with standards and specifications.

Conduct field inspection during inclement weather.

Direct, organize, prioritize and provide lead supervision over the work of PW Inspectors and/or construction/inspections team.

Work independently.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively, both orally and in writing.

Prepare clear and concise reports.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; intermittently stand, walk, bend, and twist to reach equipment around desk; drive a motor vehicle; move across rough terrain, bridge scaffolding and negotiate construction sites including, but not limited to: climbing, crawling and jumping, read fine print on blue prints; converse in person, over the telephone, two-way radio, and around the noise of heavy construction equipment, write and use keyboard to communicate; operate a calculator; intermittently lift and carry files, maps and construction materials weighing up to 40 pounds.

Read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Education, Experience, and Training:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Completion of High School or equivalent as necessary to provide the required reading, writing, and mathematical skills.

Experience: Four years experience in general construction work plus a minimum of three years experience in public works inspection for a municipal or county jurisdiction. Lead Supervisory experience is highly desirable.

Training: Any recent training such as, academic courses and certification programs, which are relevant to this job classification.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.

Possession of California State Contractors license, Public Infrastructure Inspector certification and/or Construction General Permit Qualified SWPPP (Storm Water Pollution Prevention Plan) Practitioner & Developer (QSP/D) are desirable, but not required.