

PUBLIC WORKS INSPECTOR

DEFINITION

To perform inspections for capital improvements, public utility and private projects; to review plan and encroachment permits for issuance; to provide technical support to engineering and environmental department staff; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the technical Public Works Inspector series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

This class is distinguished from the Senior Public Works Inspector in that the latter performs the more difficult and complex tasks and projects and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; and may receive technical and functional supervision from a Senior Public Works Inspector.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform field inspections of capital improvements, public utility and private projects including storm water pollution inspections; oversee annual CIP pavement project and prepare plans and specifications.

Prepare and maintain appropriate inspection documentation for permits and projects.

Review consultant requests for proposal (RFP's) and provide recommendations; represent the City's interests, needs and requirements to developers and contractors and others; monitor contractors and sub-contractors and developers through all phases of construction.

Reviews plan and encroachment permits for issuance; reviews Capital Improvement (CIP) and private plans and issues permits.

Perform accurate mathematical engineering calculations; provide technical support to engineering and environmental department staff; provide assistance at the public counter.

Update City standard details and pavement management PCI file (Street Saver); scan and archive as-built plans and specifications.

Review and investigate public outreach complaints and inquiries; recommend resolutions.

Coordinate land surveys and perform other special projects as assigned.

Interact, coordinate and communicate with other public agencies and City departments as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public works inspections for capital improvement, public utility and private projects.

Principles and practices of basic engineering processes including mathematics and methods for performing accurate engineering calculations.

Methods and procedures of electrical requirements and land surveying.

Methods and procedures of reading blueprints, diagrams, maps, engineering specifications and use of tools related to area of assignment.

Use of computer applications, programs and software used in area of assignment including AutoCAD.

Safe work practices relevant to area of assignment.

Methods and procedures for excellent written and verbal communications and customer service.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform inspections and prepare inspection documents for capital improvements, public utility and private projects and review plan and encroachment permits for issuance.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.

Intermittently walk around job sites; kneel and bend while reviewing infrastructure; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

Perform basic mathematical engineering calculations.

Interact with developers and contractors in a positive manner while representing the City's interests and ensuring compliance with requirements.

Detect potential defective and inefficiencies in design and construction.

Analyze and interpret plans and specifications and determine if they are in compliance with standards, regulations, and approved documents.

Investigate complaints and recommend resolutions.

Use tools and equipment used in the inspection of capital improvement and public utility and private construction related projects.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible public works or engineering experience.

Training:

Equivalent to the completion of an Associate's degree from an accredited college with major course work in engineering, construction or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain within one year, a valid QSP certificate.

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