



Public Works Inspector

Department/Division:	Public Works
Reports To:	Senior Engineer
Provides Direction To:	None
Exemption Status:	Non-Exempt

GENERAL PURPOSE

Under general supervision, performs construction inspection of workmanship and materials used for a variety of public works and City capital improvement projects; ensures compliance with plans, specifications, ordinances, and code requirements; provides project planning and contract administration services; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a mid-level position in the Engineering division of the Public Works Department. This class receives assignments from and reports to the Senior Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 position.

1. Inspects on-site and off-site public works improvements including streets, storm drains, sewer, traffic signal, signing and striping and storm water quality compliance. Maintain documentation of all inspections per City Standards.
2. As assigned, act as lead project inspector and assist in administration of contracts for construction and maintenance projects; process change orders and amendments; negotiate and submit recommended change orders; review and prepare payment tracking records; manage As-Built documentation.

3. Review preliminary plans and specifications for conformance to City specifications; determines acceptability and proper quantities of materials; ensures that utilities have been notified and proper permits have been procured.
4. Prepares construction costs estimates using MS Excel and established standards. Also monitors contractors progress payments, change orders and miscellaneous.
5. Coordinates work with other City department utility agencies, and private properties; maintains logbooks and records of inspection; initiates correspondence to developers and contractors as required to conduct inspection and enforcement activities.
6. Participates in departmental meetings relating to project activity such as pre-construction and interim construction meetings; conducts final inspections.
7. Responds to citizen concerns, investigates and provides recommendations/appropriate corrective action.
8. Investigates concerns from other agencies regarding illicit discharges to the public right-of-way; takes immediate enforcement action to ensure that compliance with National Pollutant Discharge Elimination System (NPDES) regulations is achieved within required time limitations.
9. Reviews and issues encroachment permits for work in the Public Right of Way. Tracks encroachment permits from applicant submittal through inspection and final.
10. Inspection of construction sites to verify consistency with the City's stormwater program.
11. Assist at the Public Works counter in calculating fees, issuing permits and dispensing general and technical information regarding the City's policies and procedures, related codes, ordinances and regulations.
12. Assists with infrastructure inventories and maintenance of infrastructure records.

13. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Maintenance and construction principles, proper construction techniques, use of materials, building, streets, and landscape, trades, traffic control and safe work practices

- Methods, materials, and techniques used in public works projects, including sewer, stormwater, ADA facilities, street and traffic systems design
- Methods and techniques used for inspection and management of pavement construction and maintenance
- Stormwater practices and principles including the regional stormwater permit and applicable state, federal and local codes and regulations

- City procedures for conducting inspections, reporting of deficiencies and notice of corrections to be made
- Contract administration and project management process and practices
- Procedures for estimating construction cost
- Computer equipment and software applications related to assignments such as Permits Plus, GPS, and other similar programs
- Thorough working knowledge of MS Office software suite
- Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment
- Proper use of the English language both orally and written
- Mathematical and engineering computations and methods
- Use of Survey equipment (GPS, Lazer Level, smart level)

Ability to:

- Read and understand engineering, construction and landscape plans and specifications and assist in determining specifications and requirements for repair, maintenance, enhancement, and public works construction projects.
- Ensure/implement compliance with plans, specifications, ordinances, codes, pertinent rules, laws, city policies and procedures related to area of assignment

- Prepare cost estimates for projects and keep work related records and prepare reports using a computer

- Assist in the development, management and inspection of projects
- Determine the status of contract work and verify adherence to contract obligations
- Make sound field decisions and interpretations
- Understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing
- Perform mathematical and engineering computations with precision
- Establish and maintain professional relationships with those contacted in the course of work
- Promptly respond to complaints

Education/Training/Experience:

Graduation from high school or equivalent, supplemented by college-level course work in civil engineering or public works construction and design and five years responsible experience in public works construction or inspection; mid-level public works or heavy construction experience, including some construction inspection experience or any combination of training and experience that provides the desired knowledge and abilities.

Licenses; Certificates; Special Requirements:

Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

Public Works Inspector Certificate desirable

Stormwater Pollution Certification highly desirable

Desirable to obtain PC 832 Certification within 1 year of employment for any enforcement within Public Right of Way

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here 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.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with

hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up inspection tools or materials on site weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee regularly works in outdoor weather conditions. The employee frequently works near moving mechanical parts, and is exposed to traffic, wet or humid conditions, and vibration. The employee occasionally works in high, precarious places and may be required to enter trenches, pipes and manholes. The employee will often work outdoors on construction sites, which may expose the employee to noise, dust and exhaust fumes from construction equipment and traffic. The noise level is frequently loud.