



## Public Works Inspector I/II

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### Summary

Perform inspections of public works construction projects; interpret contract specifications to ensure compliance with plans, specifications, and contract provisions.

### Class Characteristics

General supervision is provided by a higher-level supervisor or manager; responsibilities may include the indirect supervision of support staff.

### Public Works Inspector I

This is the entry-level class of the Public Works Inspector series. Initially, under close supervision, incumbents will perform construction inspections on a variety of private development and public works and/or utility projects including streets, sidewalks, curbs and gutters, sanitary sewers, potable water, storm drains, catch basins, mass and final grading, street and traffic lights, and other public work structures and facilities. This class is alternately staffed with Public Works Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications for the higher level class.

### Public Works Inspector II

This is the journey-level class of the Public Works Inspector class. Incumbents work under general supervision and are fully competent to perform combination inspections involving all of the specialty areas outlined under Public Works Inspector II. Incumbents exercise independent judgment and make sound recommendations based on inspection findings.

This class is distinguished from the Engineering Technician classes which may perform limited inspections on projects in addition to providing varied, in the office, engineering technical support.

### **Essential Duties, Skills, and Demands of the Position**

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

### Duties:

Inspect a variety of public works construction projects, such as sidewalks, driveways, sewer mains, and lateral installations, underground pipelines and hydrants, curbs and gutters, retaining walls, earthwork, street excavation and pavement restoration, street lights, traffic signals, and other buildings and facilities to determine compliance with contract plans and specifications.

Inspect materials used, including reinforcing materials and the mix, slump and placement of concrete; use equipment such as measuring rods, tapes, surveying transits, and calculators to determine distance, location, dimension, depth, and grade and calculate volume; take samples of materials for testing.

Prepare progress reports and change orders; act as the construction inspector on various subdivision projects and utility installations; recommend progress payments and maintain field records including sketches, photographs, drafting, and narrative notes; inspect tracts upon completion and process the necessary documents.

Responsible for overseeing encroachment inspections, including the review and evaluation of construction plans and projects to determine bond requirements, permit conditions, and/or special condition requirements; coordinate and consult with private utility and City staff for construction projects including public impact, construction requirements, and scheduling.

Perform site inspections to observe and document storm water practices, including sampling water run-off for analysis; administer citations advising of violations, including fine determination.

Meet and confer with contractors, public agencies, and the general public; answer citizen complaints and requests for information; issue permits as required; monitor contractor safety practices and make on-site accident investigations as required.

Perform basic plan checking for subdivision, residential, and some commercial development; interpret plans, specifications, codes, ordinances, and policies to contractors and City staff; explain the limits and parameters of the work as required; perform various engineering technical support work, including acting as a member of a survey crew.

Perform municipal code compliance and enforcement duties as necessary.

Perform related duties as assigned.

Skills/Abilities:

Perform skilled inspections of varied public works projects.

Read and interpret drawings, plans, and contract specifications.

Maintain clear, accurate, and concise records and field sketches.

Interpret and enforce a variety of codes, ordinances, and special requirements related to construction work.

Exercise sound independent judgment within policies and procedural guidelines.

Write clear, accurate, and concise technical reports and correspondence.

Making accurate mathematical calculations related to inspection, including volumes and material quantities.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Electronic applications related to public works inspection reports/documentation.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 50 pounds. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally

exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

**Qualifications**

Knowledge of:

Public works construction methods, materials, practices, specifications, and equipment.

Methods of general engineering and public works construction

Basic surveying principles and practices.

Applicable state and local laws, ordinances, regulations, codes, and standards.

Safe work practices and regulations pertaining to the work.

Engineering mathematics, including trigonometry and algebra.

Methods and techniques of materials testing.

Field engineering practices and basic design criteria for public works projects.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Public Works Inspector I/II

Education:

Equivalent to graduation from high school; college level course work in pre-engineering, construction technology or a related field is highly desirable.

Public Works Inspector I

Experience:

One year of experience in field engineering, public works inspection, or construction or technical engineering support.

Public Works Inspector II

Experience:

Two years of experience in field engineering, public works inspection, or construction or technical engineering support.

Public Works Inspector I/II

Certifications/Licenses:

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

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