



Senior Public Works Inspector

Summary

Monitor, coordinate, and participate in the more complex and difficult work of performing technical public works inspection; enforcing compliance with applicable City codes, regulations, and ordinances; perform a variety of technical tasks relative to assigned areas of responsibility. In the course of performing the duties, this position requires independent action, discretion, and sound judgment within established management and technical guidelines.

Class Characteristics

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

This is a non-management, advanced journey level position distinguished by the level of responsibility assumed and the complexity of the duties assigned. Employees in this position perform the most difficult and responsible types of duties assigned to the Public Works Inspector classification series.

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:

Coordinate and review work of staff responsible for public works inspection services.

Plan and participate in routine and more complex public works inspections and services.

Train assigned employees in his/her area of work in public works inspection methods and techniques, and ensure adherence to safe work practices and procedures.

Examine plans and specifications to determine compliance with the provisions of construction codes, ordinances, and regulations.

Confer with architects, contractors, builders, and the general public in the field and office.

Assist supervisors and co-workers in determining final interpretation of pertinent codes, ordinances, and regulations.

Respond to public inquiries in a courteous and professional manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.

Recommend changes in office procedures, schedules, assignments, and standards, and participates in developing and maintaining an effective, customer-oriented team.

Recommend changes or improvements in existing codes and regulations.

Perform related duties as assigned.

Senior Public Works Inspector

Skills/Abilities:

Train and direct subordinate public work inspectors.

Read and interpret construction plans and specifications.

Explain, interpret, and enforce pertinent codes, ordinances, and regulations.

Independently perform the difficult public works inspections.

Monitor all public rights-of-way for compliance with federal, state, and city requirements.

Exercise sound independent judgment within established procedural guidelines.

Maintain accurate records and prepare clear and concise reports, correspondence, and other written materials using a computer.

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

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:

Materials, methods, and practices involved in engineering construction, alteration, and repair.

Applicable City regulations, standards, and ordinances governing public works construction, alteration, and repair.

Thorough knowledge of complex principles and techniques of public works inspection.

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:

Education:

Equivalent to graduation from high school.

Senior Public Works Inspector

Experience:

Three years of increasingly responsible experience as a journey-level worker in the building or construction trades.

Certifications/Licenses:

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

Established: 11/25/02

Resolution #: 2002-176 N.C.S.; 2021-109 N.C.S.

Reformatted: 06/30/06

Revised: 06/21/21

Department: Public Works & Utilities

FLSA Status: Non-exempt

Prior Job Title: Public Works Inspector II