

**City of San Rafael
Job Class Specification**

Job Title: Public Works Inspector

SUMMARY

Under general supervision, perform skilled, technical work in the field inspection of the construction of capital improvement projects; land development projects, encroachment and utility repairs.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from the Building Inspector and Code Enforcement Officer job classes by the defined emphasis of each job class. Public Works Inspector, construction inspection; Building Inspector, building code inspection; and Code Enforcement Officer, municipal code inspection.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the assigned project engineer. This is a non-supervisory position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs field inspection of contract work on various public works projects such as, but not limited to, construction and rehabilitation of street improvements, pavements, storm drainage systems (including MCSTOPP reporting), traffic signals, parks, utility trenching, and other capital improvement projects.
- Performs inspections related to grading and encroachment permits within the public right of way.
- Reviews and investigates violations of the San Rafael Municipal Code related to public works.
- Interprets and enforces complex engineering plans, specifications, and estimates
- Checks contractors' progress on the jobs through field inspections to ensure compliance with standards and enforce contract provisions.
- Assist with processing permits and closing out permits after final inspection.
- Conducts final inspections in the field of completed permits giving approval to acceptable standards.
- Prepares and maintains necessary records and reports.
- Performs field measurements, calculations, and sketches.
- Assists with public comments related to construction issues.
- Review and inspect traffic control plans for city and private work within the public right of way and coordinates corrections as required. Maintains files and reports concerning inspection activities and findings.
- Prepares written reports and notices pertaining to code violations.
- Performs related duties as required.

KNOWLEDGE OF:

- Public Works inspection methods
- Construction equipment and techniques
- Soil and material properties
- Safety and traffic control procedures
- Plan checking
- City, County, State, and utility company standard specifications and Municipal Codes

ABILITY TO:

- Interpret and enforce public works construction standards
- Read engineering plans and specifications
- Work from general oral and written instruction
- Communicate clearly and concisely, orally and in writing
- Ability to establish and maintain effective working relationships with employees, contractors, officials and the general public
- Effectively manage time and workload
- Work in the field during the hours construction is occurring, including but not limited to evenings.
- Resolve disputes concerning code requirements and effect compliance.
- Write technical inspection reports.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited high school or equivalent based on courses taken from an accredited educational institution. Additional qualifying experience may be substituted for the required education on a year-for-year basis. Two (2) years of responsible experience in a variety of construction work, engineering inspection or administrative construction experience is required. Municipal public works inspection experience is preferred.

Valid California Driver's License.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions and frequently works near video display. The employee occasionally works in indoor conditions. The noise level in the work environment is usually loud.

FLSA Status: Nonexempt
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