



## Public Works Inspector

Department/Division:	Public Works
Reports To:	Division Manager
Provides Direction To:	N/A
Bargaining Unit:	Teamsters
Exemption Status:	Non-Exempt
Employment Status:	Classified
Date Prepared:	September 1, 2004
Date Revised:	April 25, 2019

### **DEFINITION**

Under general supervision, performs inspection for a variety of construction projects performed by both City hired contractors and private contractors on the public right-of-way and private property for compliance with city codes, regulations and requirements and performs related work as required.

### **ESSENTIAL JOB FUNCTIONS**

*The listed tasks are essential for this specification and may include, but are not limited, to the following:*

1. Drives to various sites to provide continuing detailed inspections of construction work performed by City hired contractors and private contractors on public and private property, including grading, concrete forms placement, reinforcing steel and fencing, and placement, consolidation, and curing of concrete.
2. Enforces compliance with plans, specifications, city standards and proper construction practices for work such as installation of water lines, sewer lines, utility conduits, landscape improvements, tree removal and replacement, construction of storms drains, culverts, catch basins, curbs, gutters, sidewalks, access ramps, driveways, streets, street use for pedestrian protection structures, and storage of construction materials and equipment.
3. Stipulates correction and repairs necessary before final acceptance is made.
4. Insures proper placement and maintenance of signs, barricades and warning devices; enforces city requirements for contractors' run off from construction sites and may cite for any illegal discharge onto the public right of way.

## **ESSENTIAL JOB FUNCTIONS (cont'd)**

5. Assists engineering staff inspecting public works projects; provides inspection of maintenance records for grease interceptor/traps for restaurants, National Pollutant Discharge Elimination System (NPDES) devices used to treat runoff from certain commercial businesses and parking lots, and will provide reports of inspection findings;
6. Provides support performing plan check corrections for Public Works Requirements on City public works projects, private development and utility companies' construction projects.
7. Processes, maintains and updates permit records for associated construction projects; and assists the Permit Technicians at the public counter to deal with public works issues as needed.
8. May be required to work shifts, weekends, and/or holidays.

## **QUALIFICATIONS**

**Training and Experience:** Graduation from high school or equivalent **AND** eighteen (18) months of experience inspecting public works construction projects or five (5) years of experience supervising public works construction projects.

**License and Certificates:** Possession of a valid California "C" driver's license at time of employment.

**Knowledge of:** Construction inspection techniques and methods; basic mathematics and good understanding of the Standard Specifications for Public Works Construction "Greenbook".

**Ability to:** Communicate orally and in writing with staff, contractors and members of the public; read blue prints and maps; interpret municipal code and state and city ordinances; deal effectively with the public; climb in and out of trenches, drive to various locations, walk over uneven surfaces at construction sites and climb ladders; communicate using radio and mobile telephones; and use computers to build and use spread sheets to log data and type reports.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

While performing the duties of this job, the employee is frequently required to drive to specific locations, stand, walk, sit; stoop, kneel, or crouch; talk or hear; and use arms, legs, and back to lift or move 50 pounds. This position requires specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus on small objects. The employee regularly works outdoors and may be exposed to variable weather conditions.