

CLASS CODE	2009	GROUP	5
DEPARTMENT REVIEW	<i>[Signature]</i>	DATE	6/30/08
PERSONNEL APPROVAL	<i>[Signature]</i>		7/2/08
EFFECTIVE DATE			7-2-08
SUPERSEDES	02/21/96		

PUBLIC WORKS INSPECTORDEFINITION

This is technical field engineering work in the inspection of public works construction. Under general supervision of a supervising engineer, is responsible for the inspection of public works construction performed by contractors for conformance with plans and specifications, ordinances and regulations of the city. Work is usually performed independently within established guidelines. Work is reviewed by observation and reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspects excavations; street construction and paving; water, sewer and storm drain mainline/lateral installation; and other construction work on public property; inspects grades and tests materials used in public works construction; confers with contractors engaged in work projects relative to matters pertaining to materials used and workmanship; confers with and advises the public relative to projects adjacent to their property; interprets and explains construction codes and regulations; reviews and checks blueprints, plans and sketches prior to issuance of permits for proposed construction, alteration or repair; prepares and maintains necessary records and reports; operates city vehicles.

OTHER JOB RELATED DUTIES

Assists with the development and implementation of the city's Pavement Management Program which involves field surveys for data collection, data entry and making recommendations on priorities of projects; assists with utility operations and functions through the performance of selected assignments and duties as required, including obtaining water samples; assists office and field personnel as necessary to assure the orderly implementation of the programs for which the department is responsible; and performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Graduation from high school or recognized equivalent; five (5) years experience in the field of public works construction;

Knowledge of: the materials, methods and practices used in various types of public works construction when possible defects and violations may be most easily observed and corrected; possible defects and flaws in construction and of effective corrective measures; the codes, regulations and ordinances applicable to public works construction; the methods and practices of public works inspection; materials testing procedures; appropriate safety precautions and procedures;

(continued)

Public Works Inspector

Class Code: 2009

Effective Date: 7-2-98

Ability to: interpret, explain clearly and enforce codes and regulations firmly, tactfully and impartially; determine quality of materials and workmanship through inspection and to determine compliance with plans and specifications; make accurate field notes and sketches; maintain accurate records; make required engineering computations; read engineering plans and specifications; relate lines and grades indicated by survey sketches to construction projects; make accurate estimates of construction progress and materials; understand and carry out oral and written instructions; communicate effectively both orally and in writing; and establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Required License or Certificate: Certification as a Registered Construction Inspector issued by the American Construction Inspection Association, or equivalent as determined by the department, within one (1) year of date of appointment; valid California Class C driver's license.