



Public Works Inspector

Department/Division:	Engineering
Reports To:	City Engineer
Provides Direction To:	Not applicable
Exemption Status:	Non-exempt
Date Prepared:	December 9, 2006

GENERAL PURPOSE

Under general supervision, performs skilled and detailed inspections of engineering construction, maintenance, and public works projects; interprets plans and specifications to ensure compliance with contracts and work plans; prepares and recommends change orders and cost estimates; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Inspects a variety of public works construction and maintenance projects, such as sidewalks, concrete structures, driveways, sewer mains, curbs and gutters, retaining walls, earthwork, street excavation and patchwork, and storm drains.
2. Ensures that construction and materials comply with contract standards and specifications, State laws, local ordinances, and proper construction practices.
3. Reviews plans, specifications, and sites for construction projects.
4. Inspects paving aggregates and materials in accordance with specification standards and proper mixtures and material use; tests and inspect concrete to see that proper workmanship, setting, and curing methods have been followed.
5. Locates and checks installation of sewer connections and layout of new sewer lines; monitors air tests and conducts grading inspections.
6. Coordinates and inspects traffic signal installations and contractor services.
7. Meets and confers with representatives of utility companies, contractors, engineers, and other public agencies regarding construction plans and specifications.

ESSENTIAL FUNCTIONS (continued)

8. Assists residents and developers by responding to requests for maps, plans, and information.
9. Issues encroachment, transportation, and grading permits and inspects progress on private development and public works projects.
10. Updates and drafts City maps on a variety of different scales; updates sewer and storm drain locations for new developments.
11. Prepares cost estimates and bid specifications.
12. Assists City Engineer with plan checks for private and public improvements.
13. Issues new addresses for new developments; writes work orders for street names, signs, and traffic signs as requested by contract Traffic Engineer.

QUALIFICATIONS GUIDELINES

Knowledge of:

State laws, engineering standards, and local codes and ordinances governing engineering construction projects; common engineering construction methods; public works inspection practices; proper usage of construction materials and equipment; safe work practices; engineering mathematics, including algebra, geometry and trigonometry.

Ability to:

Analyze and interpret complex engineering construction plans and specifications; make calculations involving site dimensions, and material and labor costs and prepare estimates; inspect engineering construction; enforce and interpret engineering regulations with firmness, tact, and impartiality; establish and maintain effective working relationships with contractors, property owners and the public; maintain accurate records; prepare clear and concise reports and documentation; make sound inspection decisions within established guidelines

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, supplemented by college level course work in construction and/or engineering; and three years of construction inspection experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position works in both field and office settings. The employee is required to frequently sit and occasionally walk and stand to access work areas and conduct inspections of work sites; stoop, kneel, or crouch to inspect sites; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, property owners, attorneys, Court representatives, and the public, including conflict situations.

WORK ENVIRONMENT

The employee typically works in both field and office conditions. The employee frequently works outdoors and is exposed to variable weather conditions as well as heat, moisture, traffic, and mechanical and electrical hazards. In working outdoors, the noise level is frequently loud in construction areas. Frequent driving is required for inspection purposes with residents, businesses, and property owners, and to attend meetings at various City facilities.