



**JULY 2016**  
**FLSA: NON-EXEMPT**

## **CONSTRUCTION INSPECTOR**

### **DEFINITION**

Under general supervision, inspects public and/or private construction projects for conformance to City codes and specifications and compliance with approved engineering standards and plans, details and specifications; projects inspected include, but are not limited to, right-of-way improvements, drainage installations, pollutant discharge elimination systems, City capital-improvement projects such as streets, curbs, gutters, sidewalks, storm sewers, water lines, traffic signals, and solar power systems. Assists in negotiating, implementing and monitoring change orders and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management and supervisory staff. Exercises no supervision of City employees but may provide oversight of consulting inspectors.

### **CLASS CHARACTERISTICS**

This is a journey level technical classification responsible for performing the full range of construction inspection duties for City projects. Incumbents are expected to work independently and exercise judgment and initiative in the performance of their work. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Conducts a variety of public and private construction projects inspections which range from routine to complex to ensure compliance with approved plans and specifications; inspects conditions prior to the start of construction, during construction and upon completion, and materials for standards compliance.
- Assists in administration of contracts for construction projects; assists in negotiating change orders; reviews and prepares pay estimates for approval by Project Manager.
- Interprets plans and specifications prepared by engineers responsible for capital and operational engineering projects relative to site conditions; works with engineers to resolve design related issues which arise during the course of construction.
- Prepares administrative and technical documents to maintain records of construction inspection activities; notes corrections and issues notices requiring modifications to work in progress; maintains log books and other records of inspection work.
- Verified contractor compliance with safe working environment requirements; inspects safety measures for road closures and lane restrictions on projects as needed; inspects public and private improvement sites for adherence to standards.
- Inspects projects such as grading and paving, sewers, storm drains, traffic signals, landscaping and irrigation, and other City construction projects on a routine basis.

- Determines materials quantities and prepares progress and final estimates for City contracted construction projects.
- Checks plans and specifications for conformance to City specifications relative to materials testing results to determine acceptability of materials; identifies discrepancies for Project Manager review and resolution.
- Inspects survey staking on City construction projects; determines that job is properly barricaded.
- Attends pre-construction and pre-grading conferences with developers, contractors and professional services; presents information on specific construction inspection activities related to the project.
- Verifies that utilities have been contacted and permits for City construction projects have been applied for; attends locator meetings with contractors and representatives of various utilities.
- Arranges for field and laboratory testing of concrete, rock base, asphalt and other materials to ensure compliance with project specifications; reports discrepancies to the Project Manager.
- Coordinates the scheduling of work between developers, contractors and City workforces to ensure phases are conducted in the order determined by the Project Manager.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Principles and practices of construction inspection.
- Operational characteristics of materials and equipment used in the construction of civil engineering projects.
- Principles and practices of standards of specialized tradesmanship used in the construction process, such as masonry, concrete, asphalt, scaffolding, carpentry, and related areas.
- Project scheduling techniques.
- Project safety principles and practices.
- OSHA standards with respect to construction project operations.
- Operational aspects of relocating utilities during construction projects.
- Principles and practices of change order determination, costing and monitoring.
- Applicable state, federal and local codes and regulations.
- City policies and procedures with respect to conducting inspections, reporting of deficiencies, and preparing notices of corrections to be made.
- Methods and techniques of estimating construction costs.
- Principles and practices of materials testing methods, procedures and frequency.
- Modern office practices, methods, including computer equipment and specialized software programs relative to work performed.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to**

- Perform detailed construction project inspections on a diverse range of civil engineering projects.
- Identify workmanship or materials which do not meet project standards and take necessary action.
- Read and understand project plans and specifications.
- Make sound field decisions and interpretations; analyze situations, formulate logical solutions, and take appropriate actions.
- Determine the status of construction work and verify adherence to contractual obligations.

- Quantify amount of work performed based on guidelines incorporated in project specifications.
- Prepare accurate construction inspection records, reports, spreadsheets, and estimates.
- Prepare cost estimates; assemble and tabulate progress payments.
- Operate modern office equipment including computer equipment and specialized software programs relative to work performed.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in construction inspection or construction technology.
- Three (3) years of inspection experience on civil construction projects. Experience in varied construction trades and/or maintenance of public infrastructure will also be considered.

### **LICENSES AND CERTIFICATIONS**

- Possession of a valid California Driver's License and a satisfactory driving record.
- Additional job-related certifications may be required to meet the changing nature of construction and resulting inspection knowledge required.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to sit, stand, and walk on level and slippery surfaces, to reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties, to work in confined spaces and around machines, to climb and descend ladders, and to operate a motor vehicle and visit various City construction sites; vision to inspect site construction work and materials, and to read printed materials and computer screens; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to inspect materials and to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights, in all cases with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work on construction sites, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles and equipment, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.