

PUBLIC WORKS INSPECTOR I/II

DEFINITION

Under direct or general supervision, inspects work quality and materials used in a variety of public works construction projects, subdivisions and commercial site projects; ensures conformance with approved plans, specifications, codes, ordinances, laws and City regulations; maintains records and prepares reports pertaining to projects inspected; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Public Works Director. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Public Works Inspector I: This is the entry-level class in the public works inspection series that performs a variety of routine inspections of the City's open space, waterways, and storm drain systems, and for the approval of encroachment permits for all City-wide and residential construction within the City's Right-of-Way. This class is alternately staffed with Public Works Inspector II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Public Works Inspector II: This is the journey-level class in the public works inspection series that performs the more complex inspections of the City's open space, waterways, and storm drain systems, and for the approval of encroachment permits for all City-wide and residential construction within the City's Right-of-Way. Employees at this level work with a considerable level of independence and receive only occasional instruction or assistance as new or unusual situations arise. Incumbents are fully aware of the operating procedures and policies within the work unit. This class is distinguished from the professional engineering series in that the latter performs design and plan review work requiring specific training in an engineering discipline and professional credentials.

EXAMPLES OF ESSENTIAL 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.

- Inspects all phases of a variety of public works, infrastructure, capital improvement, and private development construction projects for conformance with plans, specifications, contract provisions and safe work practices in accordance with City,

County and State codes; inspects materials for identification; performs routine field tests; performs open-space inspections.

- Reviews plans and specifications of assigned project; conducts pre-construction conferences, develops and issues notice-to-proceed documents, as assigned.
- Inspects materials for identification and conformance to specifications.
- Inspects various structures such as utilities, streets, sidewalks, gutters, and other public works related construction; checks line, grade, size, elevation and location of structures for conformance with specifications and regulations.
- Collects samples of materials for examination or analysis by laboratories; performs routine materials and field tests to assure material/workmanship quality; performs water sampling.
- Observes work during progress and upon completion; ensures that safety procedures are followed.
- Investigates resident complaints; confers with property owners regarding project schedule, hazards and inconvenience.
- Acts as liaison between the City, contractors, other agencies and businesses and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- Reviews all encroachment permit applications, returns permits for clarification or communicates with applicant directly, and notates on permit additional special conditions of issuance; verifies/calculates quantities for fee calculation; issues permits.
- Performs final inspections on encroachment permits and communicates need for corrections.
- Performs inspections of City right-of-ways to ensure that there are no illegal or non-permitted encroachments.
- Prepares daily activity records and reports; maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.
- Prepares a variety of correspondence, reports, correction notices, procedures and other written materials.
- Maintains accurate records and files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works construction design and inspection.
- Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
- Basic soil mechanics and geology.
- Occupational hazards and standard safety practices necessary in the area of public works maintenance and inspection.
- Modern office practices, methods and computer equipment.

- Basic computer software related to work, including word processing and spreadsheet software.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Public Works Inspector II, in addition to above:

- Principles of engineering as applied to construction design and inspection.
- Traffic control requirements.

Skill in:

- Understanding and interpreting engineering and construction plans, specifications, and maps; preparing accurate engineering records.
- Learning applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.
- Responding to complaints or inquiries from citizens, staff, and outside organizations.
- Establishing and maintaining a variety of files and records.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Utilizing computerized spreadsheet and word processing systems, and preparing clear, complete and concise technical reports.
- Operating modern office equipment including computer equipment and software programs.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Public Works Inspector II, in addition to above:

- Preparing clear, effective and accurate reports, correspondence, change orders, specifications and other written materials.
- Representing the department and the City effectively in meetings with other departments, public and private organizations and individuals.
- Detecting and locating faulty materials and poor work quality independently and determining the stage of construction during which defects are most easily found and remedied.
- Making sound, independent decisions within established policy and procedural guidelines.

Education and Experience:

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

Public Works Inspector I/II: Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of college-level courses in construction management.

Public Works Inspector I: Five (5) years of general construction experience.

Public Works Inspector II: In addition to above, two (2) years of increasingly responsible public works inspection experience equivalent to the Public Works Inspector I with the City of Rocklin.

License:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City infrastructure and development sites, including climbing ladders, stairs and other temporary or construction access points, attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person, before groups and over the telephone or radio. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work various shifts on evenings, weekends and holidays. Participates in after-hours on-call assignments.

FLSA STATUS: Non-exempt