



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Public Works Inspector

\$5,794 - \$7,043 monthly

Open Competitive Recruitment (Two Positions)

The Opportunity:

The City of San Gabriel Public Works Department is recruiting for two Public Works Inspectors. The Department is seeking highly motivated, experienced, and committed candidates for these positions. Successful candidates will be servant leaders with the dedication and proven ability to work effectively with a diverse customer base. The Public Works Inspector must be a self-starter, customer-service oriented, and able to work with significant autonomy while inspecting a variety of public and private construction projects. The ideal candidates will possess a significant level of specialized and technical expertise, as well as a thorough working knowledge of the principles and practices of Public Works construction materials, methods, and standards. If you possess these qualities and thrive in a team environment, then we would like to hear from you.

Position Summary:

Under direction of the Principal Civil Engineer, the Public Works Inspector performs inspections of public right-of-way projects, grading and drainage projects, utility construction projects, City CIP projects, and issues related to storm-water quality compliance. Investigates complaints, gathers information and recommends solutions related to drainage, illicit discharges, illegal waste disposal, sewer collection systems, and other public infrastructure.

Performs office and fieldwork, which includes reviewing and interpreting plans and specifications, enforcing compliance with construction codes and standards, and ensuring compliance with City ordinances and policies. Maintains complete and accurate daily records, files, notes, sketches and databases. Communicates effectively – verbally and in writing – with contractors, engineers, other agencies and the public. Has a high level of mathematical proficiency and performs complex computations and measurements using algebra, trigonometry and geometry. Performs other duties as assigned.

Minimum Qualifications:

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities could be considered qualifying. A *typical* way to obtain the knowledge, skills, and abilities would be a high school diploma or GED Equivalent, preferably supplemented by vocational/college coursework related to this field and three years of experience in engineering/public works. This classification requires the use of a vehicle, so a valid Class C California's Driver's license and maintaining a satisfactory driving record are required throughout employment with the City.

Benefits:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO plan, and VSP Vision plan. Although you typically must insure yourself, coverage of dependents is optional.
- Optional enrollment in Deferred Compensation 457 Program from CalPERS, ICMA or Empower.
- Optional enrollment in Supplemental Insurance Programs.

- Continued on back -

- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- \$200 annual safety work shoe/boot allowance.
- \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, may cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: May cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: May cash-out of up to 8 hours of unused holiday leave per year.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all certifications applicable and/or required for the position. Hard copies of item 1-3 will not be accepted. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The deadline for submitting applications is 5:00 p.m. on Tuesday, September 3, 2019 OR when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not accepted.*

The following is the tentative schedule for this recruitment. Please make preparations in advance and note that this schedule may be modified if the City deems it appropriate.

- Application Period.....August 6 – September 3
- Oral Panel Interview..... Week of September 16
- Selection Interviews..... Week of September 23
- Anticipated Start Date... October 14, 2019

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT