



CLASSIFICATION SPECIFICATION PUBLIC WORKS INSPECTOR

JOB SUMMARY:

Under general supervision of the Principal Civil Engineer, the Public Works Inspector performs site checks and inspections on private development, public utility, and capital improvement projects including street, traffic control, curb, gutter sewer, storm drain, concrete, and landscaping to ensure compliance with federal, state, and local standards; maintains daily inspection logs; investigates complaints; reviews plans and specifications; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Public Works Inspector is responsible for handling inspections of a variety of public improvement and capital improvement projects to ensure compliance with federal, state, and local standards. This class differs from a Building Inspector due to the level of experience required and scope of responsibilities focusing on public works and capital improvement projects.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Inspects public works and capital improvement projects including street, traffic control, curb, gutter sewer, storm drain, erosion control, and landscaping to ensure compliance with relevant engineering codes and the proper use of materials; conducts field surveys; determines required corrections/improvements during various phases of construction; and performs permit inspections for compliance with plans, specifications, and other standards.
- Investigates complaints including gathering information and recommending solutions related to drainage, illicit discharges, illegal waste disposal, sewer collection systems, and other public infrastructure; prepares and maintains a daily log of inspection reports; and issues stop work notices and corrective action reports.
- Answers inquiries and explains federal, state, and local engineering codes and any necessary corrective measures or improvements on infrastructure projects, and coordinates inspection activities and the construction progress with other City departments, contractors, engineers, outside agencies, and the public.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic fundamentals of civil engineering; proper construction techniques; application of federal, state, local, and engineering codes, and their administration and enforcement; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; modern office methods, procedures, and equipment including the use of a

computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Read, understand, and correctly interpret construction plans, drawing, and specifications; correctly interpret and apply technical codes, ordinances, plans, and specifications; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Resolve grievances and complaints, and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent, preferably supplemented by vocational/college coursework related to the field.
- Three years of experience performing inspection work in engineering/public works.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff,

and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: May 22, 2017