

SENIOR PUBLIC WORKS INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for inspection and related sub-professional work on public works projects; performs more complex public works inspections; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Public Works Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for the inspection of streets, drainage and related construction in progress to ensure contractors' adherence to specifications and contractual terms; participate in performing the most complex work of the unit.
2. Train assigned employees in their areas of work including inspection methods, procedures, and techniques; schedule and assign work; evaluate performance.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
4. Take samples of construction materials and forward for laboratory tests and analysis.
5. Assist in the preparation and plan checking of designs, plan and specifications for construction, alteration and maintenance of a variety of civil engineering facilities.
6. Review, log and sign monthly progress records and payments to contractors.
7. Coordinate and perform final inspection of projects and recommend payment to contractors.
8. Assist in work of field survey parties.
9. Gather and compile field data for the layout of streets, street structures, and sewage, water and drainage facilities.
10. Check proposed projects for clearance with other structures and improvements.
11. Assist in checking subdivision maps and other engineering documents.

CITY OF ANTIOCH
SENIOR PUBLIC WORKS INSPECTOR (CONTINUED)

12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Perform civil defense duties as assigned.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a public works inspection program.
- Principles of lead supervision and training.
- Public works construction practices and materials, construction layout, surveying and safety practices.
- Basic principles and practices of civil engineering as applied to the planning, design, plan checking, construction, and maintenance of public works and building projects.
- Methods and techniques of engineering principles, construction plans, and specification review for compliance with established construction standards.
- Methods used in property location, topographic, and construction survey work.
- Principles, methods, materials, equipment, and safety hazards of construction.
- Real property description and practices.
- Mathematics principles and practices.
- Occupational hazards and standard safety practices.
- Principles and procedures of record keeping and filing.
- Technical report writing and preparation of correspondence.
- Drafting and mapping.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult inspections.
- Interpret, explain, and enforce department policies and procedures.
- Effectively review and inspect various public works construction projects and encroachments on streets and rights-of-way to ensure compliance with approved specifications, plans, laws, and regulations.
- Understand and interpret maps, engineering plans and specifications.
- Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
- Perform various mathematical calculations.
- Prepare and maintain records, drawings, and reports related to construction activities.
- Make complete and accurate field notes and prepare clear and concise reports.
- Safely operate a variety of tools, equipment, and assigned vehicle.
- Understand engineering principles and apply to construction projects.
- Inspect and analyze construction procedures and interpret code violations.
- Plan and organize work to meet changing priorities and deadlines.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Maintain effective public relations.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in public works inspection, civil engineering, or a related field.

Experience:

Four years of increasingly responsible sub-professional engineering work including experience as an inspector.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; regular interaction with City staff, general public and other organizations; occasionally deal with dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

November 1987

Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.