



September 2019
FLSA: Non-Exempt

PUBLIC WORKS INSPECTOR

DEFINITION

Under direction, performs routine inspections of street maintenance projects, such as pavement rehabilitation, encroachment, grading, landscaping, traffic control, and public safety; ensures conformance with applicable Federal and State laws, codes, ordinances, plans, specifications, and departmental regulations; provide technical level assistance to City Engineering staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Senior Civil Engineer. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing duties related to conducting inspections of street maintenance and construction projects for the City. Responsibilities include conducting inspections of construction sites, enforcing compliance with regulatory codes, laws, and ordinances, and ensuring conformance with approved plans, specifications, standards, permits, and licensing. Positions at this level exercise judgment and initiative in their assigned tasks, 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. Work is normally reviewed upon completion and for overall results.

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.

- Inspects all phases of street maintenance and construction projects for conformance with plans, specifications, contract provisions, and safe work practices in accordance with City, County, and State codes and rules; inspects materials for identification.
- Reviews plans and specifications of assigned constructions projects including streets, curbs, gutters and sidewalks, and street and alley pavement and grading.
- Coordinates the review of contractor's submittals for street maintenance and construction projects; confers with contractors and developers regarding conformance to standards, plans, specifications, and codes; explains requirements and evaluates alternatives.
- Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- Consults with engineering staff regarding problems and change alternatives; assists with the negotiation of change orders.
- Prepares and maintains daily inspection reports, progress payments, change orders, claims, and other written documentation; maintains photographic documentation of various phases of construction; documents changes in the field to compare to the contractor record drawing markups; assists in the preparation of monthly progress reports and final fund balance reports.
- Conducts preconstruction meetings and project site inspection to document existing conditions.

- Assists in responses to Contractor Request for Information (RFI); reviews and documents contractor's construction schedule.
- Monitors and coordinates traffic control plans with City staff and others.
- Conducts weekly project meetings with stakeholders; prepares and distributes minutes to designated parties.
- Monitors and enforces contractor's compliance with the Stormwater Pollution Prevention Plan (SWPPP) and Municipal Regional Stormwater Permit (MRP) provision C.6.
- Facilitates utility coordination conflicts with the City Engineering staff, the applicable utilities, and the construction contractor.
- Enforces the City's Quality Assurance Plan (QAP); schedules and performs quality assurance materials testing to verify compliance including source inspections and materials acceptance; reviews test reports and compares Certificates of Compliance or source release tags with the applicable materials at the project site.
- Prepares initial punch list and consolidates comments into final punch list; performs final project inspection; assists in preparing final progress payment and approved change orders; assists in finalize project accounting
- Initiates minor field changes on contract projects not involving structural or architectural features.
- Writes "stop work" notices for work being done without permits or in an unsafe manner.
- 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; prepares work orders in response to complaints.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, principles, and practices used in public works construction, including streets, curbs, gutters, sidewalks, pavement, and related appurtenances.
- Principles and practices of inspection of street maintenance and construction projects.
- Basic practices of construction contract administration in a public agency setting.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical principles and practices of construction design, specification, and cost estimate preparation.
- Defects and faults in construction.
- Materials sampling, testing, and estimating procedures.
- Mathematical principles and theories.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect standard street maintenance and construction projects to ensure compliance with plans and specifications.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and legal descriptions for conformance with City standards and policies.
- Coordinate activities with multiple contractors, engineers, and property owners.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare and maintain accurate and complete records; prepare clear and concise technical reports.
- Make accurate mathematical, financial, and statistical computations.
- Effectively represent the department and the City in interactions with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 completion of the twelfth (12th) grade, and two (2) years in a municipal agency performing plan checking or sub-professional engineering work, or five (5) years road maintenance experience at the lead-worker level or higher which included inspection of work in progress.

Licenses and Certifications:

- Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

When assigned to a field environment, must possess mobility to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, and grasp; to climb and descend ladders; strength, stamina, and mobility to perform light to medium physical work, to work in confining spaces and around machines; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials

and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff. The work may require entry into confined spaces and the use of confined entry equipment.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees work predominately in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.