



June 2019
FLSA: Non-Exempt

CONSTRUCTION INSPECTOR I/II

DEFINITION

Under general supervision (I) or general direction (II), performs a variety of duties involved in inspecting the workmanship and materials used in a variety of public works construction and capital improvement projects of Town infrastructure and private development construction, such as encroachments, easements, streets, storm drains, traffic control, and public safety; ensures conformance with applicable federal and state laws, codes, ordinances, plans, specifications, and departmental regulations in order to control pollution; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Construction Inspector I) or general direction (Construction Inspector II) from the Public Works Director/Town Engineer. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

Construction Inspector I: This is the entry-level class in the construction inspection series. Initially under close supervision, incumbents with basic public works construction and/or inspection experience perform work such as maintaining inspection records, performing basic public works construction, capital improvement project inspections, private development, and conducting field observations and inspections. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Construction Inspector II: This is the full journey-level class in the construction inspection series. Incumbents perform the full range of technical work in all of the following areas: inspecting the workmanship and materials used in a variety of public works and private development projects, ensuring conformance with plans, specifications and departmental regulations, and directing and guiding contractors to achieve quality control and proper use of materials. Positions at this level are distinguished from the I level by the performance of the full range of duties, working independently, and exercising judgment and initiative. Positions at this level 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. This class is distinguished from the Building Inspector I/II in that the latter is focused on compliance of building codes.

Positions in the Construction Inspector class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

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.

Positions at the Construction Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Inspects all phases of a variety of public works, infrastructure, capital improvement construction projects, and private development projects for conformance with plans, specifications, contract provisions, and safe work practices in accordance with Town, County, and State codes; inspects materials for identification; performs routine field tests as needed.
- Reviews plans and specifications of assigned construction projects, including streets, storm drains, curbs, gutters and sidewalks, street and alley pavement and grading installation and repair projects.
- Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- Inspects adjacent properties for damage from construction activity.
- Confers with contractors and developers regarding conformance to standards, plans, specifications, and codes; explains requirements and evaluates alternatives.
- Consults with engineering staff regarding problems and change alternatives.
- Prepares and maintains daily activity logs, progress payments, change orders, claims, and other written documentation.
- Takes samples of materials used; performs basic tests or submits to testing laboratories to ensure appropriate composition.
- Conducts pre-construction meetings with contractors and developers.
- Investigates resident complaints; confers with property owners regarding project schedule, hazards, and inconvenience.
- Schedules service interruptions with least interference and least inconvenience to properties.
- Inspects Town sidewalks and asphalt roads for hazards in need of repair; measures and records displacements; submits locations for repair.
- Performs office review and field inspections of encroachment permits, including utility installations, new driveways, and culvert installations.
- Acts as liaison between the Town, 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.
- Prepares general construction and site improvement specification and plan review.
- Prepares a variety of correspondence, reports, correction notices, procedures, and other written materials.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, principles, and practices used in public works construction, including streets, curbs, gutters, sidewalks, drainage, and related facilities and appurtenances.
- Principles and practices of public works construction inspection.
- 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 engineering 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.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town 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.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Inspect standard capital improvement, public works, and private development projects to ensure compliance with plans and specifications.
- Detect and locate faulty materials and workmanship and determining 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 Town 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.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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:

Construction Inspector I/II: Equivalent to graduation from the twelfth (12th) grade. A bachelor's degree from an accredited four-year college or university with major course work in civil engineering or construction technology is preferred.

Construction Inspector I: One (1) year of increasingly responsible public agency building/public works construction, construction inspection, civil engineering, or related experience.

Construction Inspector II: Three (3) years of increasingly responsible public agency building/public works construction, construction inspection, civil engineering, or related experience, or two (2) years of experience equivalent to Construction Inspector I at the Town of Paradise.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be 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 occasionally bend, stoop, kneel, reach, 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 weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical 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.