

CITY OF ARCADIA

PUBLIC WORKS INSPECTOR SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

Under direction (Public Works Inspector) or general supervision (Senior Public Works Inspector), to perform a variety of duties involved in inspecting public works and utilities, construction, projects, to ensure conformance with plans, specifications and departmental regulations; and to administer a variety of systems and programs for the City.

DISTINGUISHING CHARACTERISTICS

Public Works Inspector--This is the entry level in the Public Works Inspector class series. Positions at this level usually perform most of the duties required of the positions at the Senior Public Works Inspector 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 an entry level class, employees are required to have two years of engineering construction inspection experience or five years of journey level construction trades experience.

Senior Public Works Inspector--This is the full journey level in the Public Works Inspector class series. Positions at this level are distinguished from the Public Works Inspector level by the performance of the full range of duties as assigned, 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. Positions in this class series are flexibly staffed and positions at the Senior Public Works Inspector level are normally filled by advancement from the Public Works Inspector level with five years of experience or an equivalent position and meet the flexible staffing procedurals in the Personnel Rules & Regulations. When filled from the outside, the employee is required to have five years of experience as a Public Works Inspector or an equivalent position which allows the employee to meet the qualification standards of the position.

SUPERVISION EXERCISED

Public Works Inspector

Exercises no supervision.

Senior Public Works Inspector

May exercise supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as project manager on assigned projects to insure that contractors meet designated construction schedules and commitments.

Perform office and fieldwork involved in enforcing compliance with construction codes, ordinances, policies, and plans.

Review plans and specifications of assigned projects including street, storm drain, curb, gutter, sidewalk, street, and alley pavement and grading, and water and wastewater distribution, collection and treatment systems installation and repair construction projects.

Inspect all phases of construction of public works and private development projects; inspect materials for identification as conforming to specifications and plans in accordance with City and State codes; collect field measurements and perform field tests; and monitor safety procedures.

Record amounts of materials used and work performed; prepare necessary reports for progress payments; recommend acceptance of completed construction work or requirement of additional work upon completion of project; prepare and record change orders; and coordinate design alterations between City staff and contractors.

Inspect adjacent properties for damage from construction activity; investigate public complaints and inquiries; confer with property owners regarding project schedule, hazards and inconvenience.

Inspect and survey field design for drainage and City curbs, gutters and streets for hazards in need of repair; measure and record displacements; submit locations for repair; draft construction plans for street reconstruction and lighting reconstruction; perform various field inspection duties on street light repair and replacement projects and concrete improvements.

Conduct pre-bid and pre-construction conferences; prepare contract documents; prepare cost and budget for projects.

Conduct permit inspections, site inspections, and recommendation for development projects; field check permit applications; issue permits.

Prepare daily activity records and reports; maintain complete and accurate files and databases.

Perform surveying as directed.

Participate in the resolution of complaints received by the City; prepare work orders in response to complaints; schedule contract documents for work order projects.

Perform underground locates of utilities.

Issue permits and make inspections of utility companies performing work in the public right of way; approve barricading plans; and coordinate work with utilities and other City departments.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Public Works Inspector

Knowledge of:

Materials, methods, techniques, principles and practices used in the construction, installation, operation and maintenance of public works and utilities systems and facilities, particularly water distribution systems and treatment operation.

Pertinent Federal, State, and local laws, codes, regulations and departmental policies governing the construction of assigned projects.

Defects and faults in construction.

Engineering mechanics of construction.

Engineering plans and specifications.

Principles of surveying.

Mathematical principles including algebra, geometry, and trigonometry.

Modern office practices, methods and computer equipment.

Principles and procedures of record keeping.

Materials sampling, testing, and estimating procedures.

Occupational hazards and standard safety practices necessary in the area of public works maintenance and inspection.

Principles and practices of engineering construction inspection.

Basic water distribution systems and treatment operation.

Equipment, instruments, and techniques used to locate underground utilities.

Safe driving principles and practices.

Principles of cost analysis.

Skill to:

Operate modern office equipment including computer equipment.

Operate construction field testing equipment.

Operate a motor vehicle safely.

Ability to:

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 and maps for conformance with City standards and policies.

Deal firmly and tactfully with contractors, engineers and property owners.

Inspect assigned areas for a wide variety of maintenance and repair issues.

Respond to complaints or inquiries from citizens, staff, and outside organizations.

Apply laws, regulations, codes and departmental policies governing the construction and maintenance of public works and utilities systems and facilities.

Prepare and maintain accurate and complete records.

Prepare clear and concise technical reports.

Perform the entire range of construction inspection activities with direction and minimum supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of engineering construction inspection experience or five years of journey level construction trades experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction inspection.

License or Certificate:

Possession of a valid Class "C" California driver's license.

Possession of, or ability to obtain, a Water Distribution Operator Grade D1 from the State Water Resources Control Board Drinking Water Operator Certification Program within one (1) year after appointment.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, and lift 25 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Senior Public Works Inspector

In addition to the qualifications of Public Works Inspector:

Knowledge of:

Principles of supervision, training, and performance evaluation.

Complex principles and techniques of construction, installation, operation and maintenance of public works and utilities systems and facilities, particularly water distribution systems and treatment operation.

Principles of structural design and engineering mathematics.

Pertinent Federal, State and local laws, codes, ordinances and regulations enforced by the City, including the American Water Works Association (AWWA) standards for water related improvements.

Major types of building construction materials and methods.

Accepted safety standards and methods used in construction.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Ability to:

Provide lead supervision and training to assigned staff.

Interpret and apply laws, regulations, codes and departmental policies governing the construction and maintenance of public works and utilities systems and facilities.

Read and interpret complex construction plans, specifications and building codes.

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Advise contractors and developers on standard construction methods and requirements.

Make mathematical computations rapidly and accurately.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Experience and Training Guidelines:

Experience:

Five years of experience as a Public Works Inspector or an equivalent position.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in construction inspection.

License or Certificate:

Possession of a valid Class "C" California driver's license.

Possession of a Water Distribution Operator Grade D3 from the State Water Resources Control Board Drinking Water Operator Certification Program

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, and lift 25 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

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