PUBLIC WORKS INSPECTOR

DEFINITION
Under general supervision, assists in the preparation of plans and specifications and the inspection of capital improvement construction projects.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Reviews plans and specifications of assigned public works construction projects to gain familiarity with the project prior to inspection.
- Determines quality of materials and workmanship, and compliance with plans, specifications, estimates and all applicable codes and regulations.
- Inspects sewer mains, storm drains, streets, alleys, sidewalks, driveways, parks and park facilities construction;
- Inspects mix, placement of and finished concrete and asphalt improvements, and various underground substructures, pipelines, etc.
- Inputs, updates, and maintains accurate inspection records.
- Conducts field observations and inputs information into drawings;
- Prepares construction plan reproductions and gathers office information and documents from the Engineering Division for use in the field.
- Inspects adjacent properties pavement for damage from construction activity. Ensures such damage is corrected.
- Notes as-built conditions on working plans to show any changes or deviations from specifications and provides the Engineering Division and contractor with accurate information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable City, state, regional and Federal statutes, rules, ordinances, codes and regulations governing public works operations; engineering and construction principles and practices relating to public works; and of occupational hazards and safety guidelines;
- Skilled in documenting projects specifications and actions, and maintaining files and records;
- Ability to perform essential duties with minimum supervision, to effectively communicate verbally and in writing in English to all levels staff and the public;
- Proficient in operating a personal computer hardware, electronic devices and software such as Word, Excel, Outlook and other industry related software;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending; May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS
Associate Arts Degree or equivalent certification, in Engineering, Mathematics or related field AND three years of progressively responsible work experience in technical/civil capital improvement or construction inspections. All incumbents must maintain a valid California Driver’s License.