

CONSTRUCTION INSPECTOR

DEFINITION

This position is responsible for a broad range of technically complex inspections directly related to enforcement of construction codes, plans and specifications, development regulations, and other contract requirements. Work assignments require knowledge of construction methods and materials, construction contract documents, plans and specifications, inspection techniques, and administrative procedures connected with the work and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Development and Public Works, and from the Senior Civil Engineer/Project Manager or the Assistant Civil Engineer.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Inspects methods and materials used by contractors to construct all types of public improvements, including major construction projects; ensures conformity with plans and specifications and intended results for constructing a variety of public works improvement projects.

Provides continuous evaluation of construction progress to observe safety procedures and sound construction practices. Issues stop work orders for work commencing without appropriate permits or not in compliance with prescribed standards.

Organizes, prepares and maintains accurate reports and records of inspection activities; writes letters regarding compliance on specific issues, and completes other written reports and records as needed.

Exercises independent judgment and decision-making in the interpretation and resolution of complex and sensitive situations in the field.

Reads and interprets construction blueprints to ensure compliance with approved plans and specifications.

Visits premises, contacts owners, developers, and contractors and explain technical requirements or discrepancies;

Empowered to issue stop orders when work does not comply with prescribed standards or approve construction plans and specifications;

Inspects a wide variety of construction projects, and carry them through all phases of construction; and

Checks for safe construction practices, and checks other regulations or ordinances relating to the safety, health, and welfare of the general public.

Reports to the Director of Community Development and Public Work, or other assigned supervisor such as the Engineering Division Manager, Senior Civil Engineer/Project Manager, or Assistant Civil Engineer.

Independently performs a broad range of technically complex inspections in accordance with established standards and regulations, under general supervision.

Coordinates activities with other staff members, departments, or divisions of the City;

Performs related duties and responsibilities as required.

OTHER JOB DUTIES:

Attends pre-construction meetings in order to explain inspection standards and procedures to contractors and developers.

Investigates citizen complaints involving health and life-safety issues; works with code compliance officer to resolve issues.

Provides reports to supervisor on construction activity; provides input on staffing needs, equipment and problem areas; attends various meetings and attends continuing education classes and seminars to keep current with building code changes, construction materials and practices.

MINIMUM QUALIFICATIONS

Incumbents at this level must possess the experience and knowledge to conduct a full range of inspections, including major construction. This position typically handles more technically complex inspection situations. Incumbents may provide guidance to less experienced inspectors.

Education and Training:

High school diploma, or G.E.D., two years experience as an inspector of public works construction; an associate's degree in engineering technology is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Licensing and Certification:

Valid California State driver's license with a driving record free of serious or frequent violations.

First Aid/CPR certificate or ability to obtain within six (6) months.

Knowledge of:

Knowledge of construction standards and inspection methods and techniques.

Knowledge of technical engineering principles, practices, and methods.

Knowledge of all stages of public works construction.

Knowledge of geometry and basic mathematical calculations used in public work construction.

Knowledge of maps, deeds, plats, and plans.

Knowledge of and/or a full understanding how a succession at one phase of construction will affect a later phase, or affect maintenance of the infrastructure;

Ability to:

Ability to Communicate and possess the skills and ability to handle irate contractors and citizens diplomatically and skillfully.

Ability to read and interpret architectural drawings, site plans, topography and structural drawings with actual construction.

Ability to interpret construction codes and engineering standards and resolve field problems offering acceptable alternative solutions.

Ability to prepare and maintain accurate and concise records and files.

Ability to communicate effectively with developers, contractors, and the general public.

Ability to establish and maintain effective working relationships with other employees, contractors, and the general public.

TYPICAL WORKING CONDITIONS

Work is performed primarily outdoors conducting inspections. Field inspection work can expose the employee to inclement weather and safety hazards such as falling objects, heavy equipment, power tools, noise and vibration, dust and dirt, fumes and odors, uneven or rough terrain and requires climbing, bending, stooping, kneeling and crawling. Requires the mobility and stamina to exert strenuous physical effort in a field environment. Requires the ability to operate vehicles and heavy equipment; walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing field work; lift and/or move up to 25 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Tasks require visual and sound perception and discrimination, and oral communications ability.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.