



Job Code: 0355  
FLSA: NE  
Unit: PCEA  
Revised: 4/96

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## **PUBLIC WORKS INSPECTOR**

### **DEFINITION**

Under general direction from the Senior Public Works Inspector, the Public Works Inspector, inspects private and public improvement projects to ensure compliance with all approved plans, specifications, ordinances, rules and regulations of the City of Pleasanton, and enforces applicable safety standards and regulations, performs related work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives immediate supervision from the Lead Public Works Inspector and/or the Senior Public Works Inspector. Exercises no supervisory responsibilities over employees.

### **TYPICAL DUTIES**

1. Reviews improvement plans and specifications to identify possible construction problems, recommend corrective measures.
2. Conducts inspections to determine compliance with plans, specifications, City and other governmental standards and regulations to include: construction materials, methods and equipment; grade elevations and compaction; drains and street lights; utility joint trench installations and locations of vaults; backfill; framework and finish concrete work; and irrigation installation.
3. Evaluates work in progress for compliance with safety standards, ensures corrective action is implemented.
4. Coordinates materials testing and construction survey activities with contractors and consultants.
5. Performs contract administration duties to include: meet with contractors and other staff to discuss construction details, schedules and problems; accept, review, and process material submittals; review and process permit requests from other agencies; prepare general correspondence; investigate and resolve resident problems; research, recommend and negotiate contractor request for changed conditions and process change orders; track and process records of work completed and materials used; calculate and recommend approval of progress payments; coordinate inspections of utilities such as water, gas, electric, and communications.

**CITY OF PLEASANTON**  
**Public Works Inspector - Page 2**

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Accepted industry standards, terminology and procedures for public works construction projects; characteristics of materials commonly used in water, sewer and storm drain and street construction; surveying and grade staking and checking practices; soils characteristics; construction safety standards; traffic safety; construction plan reading.

**Skill to:**

Read, evaluate, and interpret complex construction drawings, technical reports and specifications. Communicate effectively both orally and in writing. Establish and maintain a good working relationship with contractors, suppliers, developers, property owners, citizens and others involved in private and public projects. Coordinate activities. Work independently. Set priorities and work schedules. Exercise initiative. Read, interpret and transfer grades associated with construction from rough grading through completion of project. Determine and verify elevations using a level and calculator. Identify problems. Evaluate alternatives and arrive at logical solutions. Be diplomatic.

**Education and Experience:**

Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. Typical way to do this may be:

Graduation from high school or GED equivalent and four years experience in general construction plus two years in the inspection of construction projects.

**License:**

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

**PHYSICAL ABILITIES:**

1. Ability to speak English clearly and to be understood by others.
2. Ability to stand and walk for long periods of time.
3. Ability to work outdoors in all weather conditions.
4. Ability to bend, twist, stoop, squat, and crawl into pipes to inspect for proper installation, climb ladders, walk on graded and uneven surfaces, and step over physical barriers.
5. Ability to hold/manipulate equipment to include: tape measure, hand level, steel bars to lift manholes and gate valve wrenches.
6. Ability to lift up to 50 lbs. and carry up to 30 lbs.
7. Ability to operate a motor vehicle.
8. Ability to work in confined spaces.
9. Ability to work in dirt and noise.
10. Ability to wear required safety equipment.