



Job Code: 0370
FLSA: E
Unit: MGMT
Revised: 11/88

SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

Under general direction, supervises the work of subordinate Public Works Inspectors, inspects private and public improvement projects, participates in administration of construction contracts, reviews and processes encroachment permits, assumes on-site responsibility for specialized capital improvement projects, enforces applicable safety standards and regulations, performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Assistant Director of Public Works. Exercises supervisory responsibilities over inspection personnel.

TYPICAL DUTIES

1. Schedules, assigns, oversees and evaluates work of subordinate Public Works Inspectors.
2. Assists in review and preparation of plans to identify construction problems such as traffic flow, utility locations, scheduling, material usage; recommends corrective measures.
3. Inspects on-site private and public improvement projects; to include water mains, sanitary sewer mains, streets and reservoirs to ensure compliance with approved plans, specifications, and applicable ordinances, rules and regulations of the City.
4. Interprets and enforces construction contract requirements in the field, processes progress payments and change orders, establishes inspection schedules.
5. Identifies field construction problems and recommends appropriate contract change orders for the review of the supervising engineer.
6. Reviews and issues encroachment permits, determines fees and bond requirements, coordinates projects with appropriate individuals/agencies.

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7. Assumes on-site responsibility for coordination of specialized private and public improvement projects as assigned; meets with contractors/engineers to assist in coordinating construction work.
8. Acts as City's field representative overseeing construction of City buildings to include contract administration.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Proper methods and standards for the construction of buildings, swimming pools, parks, streets, storm drains, sanitary sewers, water lines, curbs, gutter, sidewalks and similar private and public improvements.
2. Accepted construction safety standards and regulations.

Skill to:

1. Read, evaluate, and interpret complex construction drawings, technical reports and contracts.
2. Communicate effectively both orally and in writing.
3. Establish and maintain a good working relationship with contractors, suppliers, developers, property owners, citizens and others involved in private and public projects.

Education:

High school graduation or GED equivalent.

Experience:

Four years experience in general construction work plus a minimum of two years experience in public works inspection for a municipal or county jurisdiction.

License:

Valid California driver's license.
Registered Construction Inspector (Division I) with State of California desirable.

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