



# Public Works Inspector

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## Class Specification

Revised 9/23

Class ID: 735

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

### DEFINITION

Under general supervision, performs routine skilled and technical construction inspection work in streets and other public works projects and programs to ensure conformance with contract plans and specifications, industry standards, accepted construction practices, other state and local codes, standards, and contractual provisions, and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Civil Engineer, Principal Engineer, or City Engineer with functional and technical direction from professional engineering staff. Exercises no supervision over staff and may provide functional and technical direction to engineering technician.

### DISTINGUISHING CHARACTERISTICS

This class performs a variety of technical inspections related to the construction of public streets, parks, site development improvements, paving, grading, drainage, erosion, and storm water quality controls. Assignments, objectives, and work methods are specified. Incumbents' work will be gradually performed on a more independent basis subject to occasional review through consultation with the supervisor.

### EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Review construction plans, specifications, encroachment permits, and other documents affecting assigned projects.

Inspect and approve all phases of public improvements and private site development construction work in compliance with the plans, standards, specifications, special requirements, and codes and regulations.

Inspect and approve construction and installation of streets, curbs, gutters, utility cuts, sidewalks, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices, traffic signals, streetlight installations, and related utilities and structures as assigned.

Inspect street maintenance contract work involving asphalt overlays with paving and fabrics, pavement failure repairs, slurry and chip seals and other municipal pavement maintenance practices.

Perform field measurements and quantity take-offs.

Maintain daily field records of materials, activities, and quantities constructed.

May perform material testing for relative compaction, asphalt concrete density, etc.

Confer with contractors, developer's representatives, or other agency representatives to coordinate construction activities and schedules.

Resolve construction-related issues with contractors, utilities, or other outside agencies within scope of authority.

May provide functional supervision of field staff on assigned projects including directing the work and providing instruction in work procedures.

Check for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).

Provide information and responses to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.

Performs work in accordance with safety policies and procedures.

Compile and analyze information and prepare detailed construction reports using applicable computer software programs; maintain a variety of logs and records related to inspection activities.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Fundamentals of civil engineering principles, practices, and methods as applicable to a municipal setting.
- Working knowledge of applicable laws, standards and regulations related to construction, inspection, safety, and traffic controls.
- Considerable knowledge of public works construction and inspection methods.

### **Skill or Ability to:**

- Prepare, organize, and maintain inspection field and office data, reports, and systems.
- Perform required mathematical computations.
- Operate personal computer applications relevant to inspection work.
- Effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, city officials, and the general public.
- Read and interpret construction drawings, plans and specifications.
- Follow and apply materials testing procedures.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

### **Education and Experience:**

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, and two (2) years of technical experience in public works inspections, field surveying, grade checking, or related field. College level course work in construction or engineering is desirable.

### **License and Certificate:**

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Possession of a Nuclear Density Gauge Certificate within the probationary period and throughout employment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or more with appropriate equipment or staff assistance.

## **ENVIRONMENTAL CONDITIONS**

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.