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CITY OF HEMET

PUBLIC WORKS INSPECTOR I  
PUBLIC WORKS INSPECTOR II  
~~SENIOR PUBLIC WORKS INSPECTOR~~

*Separate job description  
Created 8/24/04*

DEFINITION

Under general supervision, performs construction inspection for a variety of public works projects and private development; performs related duties as required.

CLASS CHARACTERISTICS

Public Works Inspector I: This is the entry level class into the Public Works Inspector class series. Positions in this class perform the less difficult and critical inspections in a training capacity.

Public Works Inspector II: This is the journey level class in the Public Works Inspector class series. Positions in this class perform the full range of construction inspection activities.

Senior Public Works Inspector: This is the advanced journey level class in the Public Works Inspector series. Positions in this class perform inspection duties of a more difficult nature requiring the interpretation of laws and regulations not expected of lower classifications and for assigning and coordinating public works inspection activities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Inspects street, water, sewer, storm drainage construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, placing of concrete, landscaping, and construction of specialized facilities; enforces compliance with contract plans and specifications; computes contractor work in progress; initiates work order changes; interprets and coordinates contract provisions with contractor.

EXAMPLES OF DUTIES (Continued)

2. Inspects private development construction work, including concrete forms placement, reinforcing steel and placement, consolidation, and curing of concrete; enforces compliance with plans, specifications, City standards and proper construction practices for work such as installation of water lines, sewer, utility conduits, landscape improvements, construction of storm drains, culverts, flood control channels, catch basins, junction structures, curbs, gutters, sidewalks, driveways, and streets; stipulates correction and repairs necessary before final acceptance is made; insures proper placement and maintenance of signs, barricades and warning devices; recommends to supervisor acceptance of public improvements in completed private developments.
3. Reviews plans and specifications of proposed construction; holds pre-construction conferences; notifies affected utilities, public safety agencies, and the public regarding proposed construction; performs final inspection and ensures completion of necessary corrections; reviews "as-built" plans for accuracy.
4. Inspects adjacent properties for damages from construction activity; coordinates inspections with other City departments; performs necessary field tests; confers with City engineering staff on design problems encountered in the field.
5. Coordinates with other City departments, developers, contractors, and utility agencies; maintains log books and records of inspection.
6. Checks materials to ensure compliance with job specifications; makes calculations in the field.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include:

Public Works Inspector I: Two year of sub-professional engineering or public works or heavy construction experience.

Public Works Inspector II: Four years of sub-professional engineering or journey level public works or heavy construction experience including two years of construction inspection experience.

PUBLIC WORKS INSPECTOR II  
SENIOR PUBLIC WORKS INSPECTOR

QUALIFICATIONS GUIDELINES (Continued)

Education and/or Experience

Senior Public Works Inspector: Four years of sub-professional engineering or journey level public works or heavy construction experience including five years of construction inspection experience.

Knowledge, Skills, and Abilities

Public Works Inspector I: Working knowledge of principles, methods, materials, equipment, and safety hazards of construction; applicable laws, regulations, codes, and departmental policies governing the construction of public works projects and private development; technical report writing and preparation of correspondence. Ability to maintain cooperative working relationships with engineers, developers, contractors, and the public; exercise independent judgment; learn inspection techniques for routine and moderately difficult construction and enforce compliance with plans, specifications, ordinances, and codes; learn to read and interpret engineering plans, blueprints and specifications; prepare clearly written correspondence and technical reports involving mathematical computations; establish and maintain cooperative working relationships; effectively schedule own work load.

Public Works Inspector II: Thorough knowledge of principles, methods, materials, equipment, and safety hazards of construction; applicable laws, regulations, codes, and departmental policies governing the construction of public works projects and private development. Some knowledge of basic mathematics including geometry; technical report writing and preparation of correspondence. Ability to maintain cooperative working relationships with engineers, developers, contractors, and the public; exercise independent judgment; inspect routine and difficult construction and enforce compliance with plans, specifications, ordinances, and codes; read and interpret engineering plans, blueprints and specifications; prepare clearly written correspondence and technical reports involving mathematical computations; establish and maintain cooperative working relationships; effectively schedule own work load.

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QUALIFICATIONS GUIDELINES (Continued)

Knowledge, Skills, and Abilities (Continued)

Senior Public Works Inspector: Thorough knowledge of principles, methods, materials, equipment, and safety hazards of construction; applicable laws, regulations, codes, and departmental policies governing the construction of public works projects and private developments; mathematics including algebra; technical report writing and preparation of correspondence; principles and practices of supervision and training. Ability to maintain cooperative working relationships with engineers, developers, contractors, and the public; exercise independent judgement; inspect difficult construction projects and enforce compliance with plans, specifications, ordinances, and codes; read and interpret engineering plans, blueprints and specifications; prepare clearly written correspondence and technical reports involving mathematical computations; establish and maintain cooperative working relationships; supervise the work of others.

Special Requirements

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.