

CITY OF HEMET

Class Code: 3342
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SENIOR PUBLIC WORKS INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, manages the field operations of the City's Capital Improvement and Private Development Projects; supervises, evaluates, plans, organizes, and performs construction inspection program duties; supervises and manages the efforts of the City's Contract Public Works Inspectors and Contract Forepersons; interfaces with and coordinates assigned functions with other City services and departments; ensures safe work practices, work quality and accuracy; may assist in the training and lead supervision of lower level positions; performs other related duties as required.

DISTINGUISHING CLASS CHARACTERISTICS

The **Senior Public Works Inspector** is the supervisory level class responsible for inspecting, observing, measuring, and testing methods and materials utilized in construction of City's Capital Improvement and Private Development Projects to ensure compliance with City standards, codes and specifications. This class is distinguished from the next higher classification of City Engineer in that the latter has the overall responsibility for the City's Engineering Division.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Supervises, assigns, oversees and performs construction inspection of Capital Improvement and Private Development Projects, including making field determinations of scope and method of work to be performed; authorizes field changes to plans when required; chairs the pre-construction meetings; supervises and schedules the City's full-time contract Inspectors and Forepersons; oversees billing, request for payment and hours for all contract inspectors.

Inspects off-site improvements, including right-of-ways, water line improvements, and underground improvements; monitors traffic control; inspects grading and parking lots; posts right-of-way abandonment notices; inspects and enforces NPDES regulations.

Trains and evaluates assigned contract personnel; coordinates project work with contractors, public utilities, engineers, the public and other City departments; identifies alternative construction methods and materials; ensures job site safety requirements are met; enforces regulations for construction or repair of storm drains, sidewalks and trenches.

Initiates Lighting and Landscaping Maintenance Districts (LLMD) assessments and utility acceptance.

Oversees and prepares technical reports, letters and contract change orders; maintains written records of work performed; checks contractors progress on jobs; accounts for all contract bid items in preparation of payment to contractors; monitors, approves and tracks expenditures for Capital Improvement Projects.

Responds to questions and concerns from the general public; responds to complaints from the public relating to streets, parks, gutters, curbs, sidewalks, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems and capital improvement projects; provides information as is appropriate; resolves complaints; establishes and maintains a customer service orientation with the Division.

Approves construction, housing and project finals; reviews the final punch list to ensure all repairs, replacements etc. are complete.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

ENVIRONMENTAL AND PHYSICAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, operate in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities:

Knowledge of:

Modern principles, practices, methods and materials used in public works construction; construction methods and procedures, including equipment, underground construction, shoring, and forming; construction materials such as concrete, asphalt and piping; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including construction codes, manuals, specifications and related regulations; methods and

techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar; construction material testing procedures; advanced mathematics; drafting and mapping; occupational hazards and standard safety procedures.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely operate a variety of tools and equipment used in field inspections.

Ability to:

Read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; conduct field and lab testing; prepare test results; supervise, train and motivate assigned staff; exercise sound independent judgment; interpret, explain and apply applicable laws, codes and regulations; maintain a variety of records; respond to issues and concerns from the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Public Works Inspector**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction, inspection, paraprofessional engineering or the performance of related work, and a high school diploma or equivalent, supplemented by one year of directly related college level course work.

Certification/License and/or Other Special Requirements:

Possession of, or ability to obtain, a valid Class C California driver's license. Certification as a Public Works Inspector from the American Construction Inspectors Association, and Water Treatment and Water Distribution certificates from the State of California are desirable.