



## SENIOR PUBLIC WORKS INSPECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Under limited direction to inspect public works projects in all stages of construction; to perform responsible duties in contract administration; to assist in preliminary design and cost estimates for new and future projects; to supervise encroachment permit process; to resolve complaints; to assist in the review of public works improvement plans and specifications and on preliminary improvement negotiations.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

For capital improvement projects: inspects the installation of sanitary sewers, storm drains and water mains for type and quality of materials, location and grade, backfill of trenches, placement of manholes, catch basins and fire hydrants, and installation of valve boxes and meter services; to final project approval, assists in contract administration including plans and specification writing and in getting adherence to time limits and as-built drawings as necessary; negotiates change orders with contractors. May assist in preliminary design and layout of proposed projects; maintains progress records for reports and payments; meets with consultants and contractors in the course of plan and project activities. Determines sizes and location of pipe lines; checks condition of streets to establish proprieties as to which need resurfacing, maps areas for repair and replacements and provides inventory of needs for pavement maintenance; inspects construction of streets for compaction of basement soils, type and quality of materials, line and grade, placement of paving and oils; inspects resurfacing projects, including heater scarification, slurry seals and crack sealing; and street overlays and the resetting of utility facilities; confers with citizens and contractors regarding complaints and inspection activities; makes preliminary contacts in improvement programs with residents; reviews contractors' submittals and takes samples of various materials used for capital improvement projects.

### **OTHER DUTIES**

When assigned, inspects various types of concrete forms, including curb, gutter and sidewalk for location, strength, line and grade; inspects the placement of underground conduits and utilities; inspects the installation of street lights.

### **KNOWLEDGE/ABILITIES/SKILLS:** *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:** Methods and practices of public works inspection; common materials used in construction and their testing techniques; principles of project accounting and record keeping; methods, materials, equipment used in public works construction and construction inspection.

**Ability to:** Inspect storm drain, water, sewer, street resurfacing, and street lighting construction projects to determine compliance with approved specifications and plans; interpret laws, rules and regulations; learn the geography of the city.

**Skills:** Operate micro-computers and be familiar with financial and related software, including significant experience in Computer-Aided-Drafting and spreadsheet programs and basic familiarity with specialized traffic and word processing programs.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and Experience:** Requires sufficient education and experience to satisfactorily perform the above job duties. Typically this is obtained through three years as a Public Works Inspector or six years of construction inspection or related work; or related work; or a combination of experience and technical or engineering training totaling six years and sufficient education to satisfactorily perform the duties of the classification. A typical qualifying education would be the equivalent of a two year college degree, including course work in areas such as business, mathematics and accounting or engineering.

**License/Certificates:** Possession of an appropriate California operator's license issued by DMV.

### **SPECIAL REQUIREMENTS**

Analyze situations accurately and adopt an effective course of action; speak and write effectively; to follow oral and written directions; prepare clear and accurate notes, reports, letters and correspondence; to be able to read/follow instructions and to carry on detailed, technical conversations on the phone and at the counter; to work effectively and cooperatively with contractors, engineers and the public with regards to all phases of construction.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Ability to deal courteously with those making complaints; ability to sit for long periods of time at desk or drafting table; to stand for long periods of time at counter and in field; to walk several blocks at a time in field; to crouch, kneel, stoop, squat to perform variety of tasks; to climb hills; to lift manhole covers; to work outdoors in occasional adverse weather; to occasionally work in a confined space, in electrical hazard situations or with chemicals; exposure to traffic hazards; to have sufficient vision, hearing and stamina to perform the above functions.

A607  
SENIOR PUBLIC WORKS INSPECTOR  
AFSCME 829  
NON-EXEMPT  
DECEMBER 1994