

City of Imperial Beach
POSITION DESCRIPTION

Title: Public Works Inspector
Department: Public Works
Division: CIP

GENERAL PURPOSE

Under general supervision, inspects the quality of workmanship and materials used in a variety of public and private projects within City's right-of-way including the construction, repair, maintenance or alteration of streets, curbs, gutters, sidewalks, driveways, sewers, storm drains, street lights, traffic signals, parks, facilities, medians, and related structures to ensure quality control and compliance with approved plans, specifications, standards, or contract provision. Performs other related duties as assigned, including but not limited to, assisting in the review and development of construction design and bid specifications for certain CIP projects.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Superintendent as assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conduct routine to advanced inspections of projects during various stages of construction. Inspect public facilities, construction projects, and maintenance related to City department projects and private development in the right-of-way.

Inspect for compliance with plans and specifications, construction of streets, curbs, sidewalks, gutters, storm drains, sewers, water lines, driveways, alleys, street paving, and related projects performed under contract or by City personnel.

Inspect for compliance with plans and specifications, construction of traffic signal equipment, sewer laterals, street light poles, block wall, fencing, irrigation systems, concrete guard rails, parks, landscape medians, street striping, and related projects constructed by contractors or City personnel.

Ensure quality control of materials, methods, and compliance with approved plans, standards, specifications and/or contract provisions. Inspect ongoing maintenance and repair contract work and conditions prior to the start of construction, during construction, and upon completion.

Take samples of materials for examination or analysis by laboratories; perform routine materials and density field tests to assure material and workmanship quality; coordinate results of tests and verify approval of structure.

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Check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

Assist in the development of maintenance agreements, Public Works projects, and other contracts. Assist in the development, management and completion of Public Works projects. Assist in the administration of contracts.

Compile detailed data of construction progress and inspection results; prepare various reports on daily operations and activities. Observe work during progress and upon completion; make accurate field notes; take photographs; prepare various reports of inspections, operations, and activities; compose correspondence to contractors, engineers and developers.

Report work not in accordance with specifications and recommend work stoppage for noncompliance. Enforce routine on-site safety requirements. Note contract deficiencies and issue compliance deficiency notices to contractors requiring modifications to work in progress. Detect and locate faulty materials and work, and determine the stage of construction during which defects are most easily found and remedied. Recommend and execute allowable extensions for contractor projects and maintenance agreements.

Coordinate activities with other City departments, utilities, developers, agencies, and the public. Respond to citizen inquiries and complaints about assigned projects. Inspect adjacent properties for damage from construction activity.

Attend pre-construction meetings; represent the City's needs and requirements to developers, contractors and engineers; review plans and specifications to gain familiarity with construction projects.

Perform preliminary and final inspections including reviewing plans and specifications and preparing punch list prior to project acceptance to assure compliance with City standards.

Operate City vehicles observing legal and defensive driving practices.

Perform other duties of similar nature or level as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

Maintenance and construction principles; proper construction techniques; use of materials; building streets; and landscape trades; traffic control and safe work practices.

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Methods and practices of construction and development. Contract administration and project management process and practices. Appropriate safety and traffic precautions and procedures.

Application of California Integrated Waste Management Act of 1989 (AB 939), the City's Household Hazardous Waste Element (SRRE), the National Pollution Discharge Elimination System (NPDES) permit, including the implementation and maintenance of Best Management Practices (BMPs).

Modern office practices and procedures; basic knowledge of accounting principles and practices; basic principles of business mathematics, basic letter writing and report preparation; basic methods and techniques of public speaking; knowledge of methods and equipment such as computers and applicable software applications, including Microsoft Office programs: Word, Excel, Outlook, and PowerPoint.

Applicable laws, local codes, including state and federal regulations.

Ability to

Independently perform routine to advanced field inspections and exercise good judgment.

Read and understand engineering, construction and landscape plans and specifications. Assist in determining specifications and bidding requirements for Public Works construction, repair, and maintenance projects.

Assist in the development, management and completion of Public Works projects.

Detect and locate faulty materials and work, and determine the stage of construction during which defects are most easily found and remedied. Determine quality, materials and workmanship through inspection and determine compliance with plans and specifications. Ensure that construction projects are in compliance with contract documents and safety regulations.

Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Read, interpret and apply contract language as needed for maintenance or Public Works projects.

Maintain records of inspection work; make accurate field notes; prepare reports of inspections and correspondence.

Work under steady pressure with frequent interruptions. Coordinate projects, and adapt to changing priorities.

Operate City vehicles observing legal and defensive driving practices.

Establish and maintain professional relationships with those contracted in the course of work. Work cooperatively with other departments, contractors, and outside agencies.

EDUCATION AND EXPERIENCE

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

Graduation from High School or GED with two years public works construction inspection experience in a municipality or sub-professional engineering work experience supplemented by specialized training in public works inspection, civil engineering, or a related field.

Licensing Requirements

Possession of a valid "C" California driver's license with a satisfactory driving record.

WORK ENVIRONMENT

Environmental conditions:

The employee works in a standard office environment with frequent exposure to the outdoors conducting field inspections under variable weather conditions. May frequently work near moving mechanical parts, is exposed to wet or humid conditions and vibration, and work in high, precarious places. May be occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. May be exposed to loud noise level in the work environment. Ability to travel to different sites and locations; attend meetings and work under pressure.

Physical conditions:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. Frequently is required to stand and talk or hear. Frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl. Inspection activities require frequent walking and standing as well as bending, squatting, kneeling and occasional crawling. May also climb stairs and ladders to access inspection areas. May occasionally lift or move objects during inspections weighing up to 50 pounds in order to access inspection areas.

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Vision

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing

Hear in the normal audio range with or without correction.

TOOLS AND EQUIPMENT

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.