



Public Works Inspector

Department/Division:	Public Works/Engineering
Reports To:	Engineering Manager
Provides Direction To:	Not Applicable
Date Updated:	July 21, 2022

GENERAL PURPOSE

Under general supervision, inspects, reviews, and approves construction work performed in public rights-of-way; ensures conformance with public works construction standards, regulations, codes, and plans and specifications; and conducts permit inspections; plays a key role in reducing risks and potential liability associated with City infrastructure; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level position in the Engineering division of the Public Works Department. This class receives assignments from and reports to the Engineering Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Conducts routine and specialized construction inspection work in public rights-of-way for compliance with City and safety standards, such as underground utility construction and improvements to streets, sidewalks, curbs, gutters, sewers, driveways, water and storm drains, curbs, gutters, bus pads, ramps, signs, fencing, and other improvements.
2. Prepares and maintains detailed and complete records of construction and daily inspection site activity records, conditions, and final inspection reports; review and prepare payment tracking records; manage As-Built documentation; represents City at pre-construction meetings and communications plans and specification requirements.
3. Coordinates utility maintenance work and advises contractors as to safety measures; reviews invoices, and verifies work completion in accordance with contract specifications; aids in design work to expedite site restoration.
4. Administers encroachment permits by checking permit applications for accuracy; inspects construction areas and work performed by the contractor; coordinates and conducts site visitations and prepares public work progress reports.

5. Coordinates repairs of damage to City infrastructure resulting from traffic accidents; handles immediate repairs of damage and retrieves police reports to identify responsible parties and assists in filing of insurance claims; identifies change order items not within the original scope of work.
6. Investigates complaints and enforces City and local standards related to Storm Water run-off and discharge complaints; interfaces with residents, business owners, and the general public in responding to questions related to engineering inspection standards, requirements, and work practices; notifies appropriate personnel of field deficiencies related to construction standards and vehicle and pedestrian traffic.
7. Coordinates inspection work with contractors, developers, staff, utility companies, and other public agencies for all phases of construction and private development projects.
8. Responds to inquiries and public requests for information; investigates complaints and claims against the City related to assigned areas of responsibility, including right-of-way records, and sewer and storm drain pipe; locates and reproduces records and drawings.
9. Reviews traffic control plans submittals and makes necessary corrections per CalTrans standards.
10. Represents the City at development meetings with property owners and contractors regarding utility installation and applicable requirements.
11. Responds to emergent traffic hazards by setting up temporary traffic control devices and removes hazards from rights-of-way.
12. Investigates National Pollutant Distribution Elimination Process violations and illicit discharge notifications at both construction sites as well as private residences or businesses that may be entering the right of way.
13. Issue citations for violations of the municipal code related to the public right of way.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal and State OSHA safety laws and regulations, local municipal codes, and County health and safety requirements; State Green Book construction standards and practices related to public works construction and inspection, rights-of-way, ADA, traffic systems design, and private development; storm water runoff and drainage standards; public works inspection methods; material and equipment used in maintenance and construction practices; methods of repairing and maintaining asphalt, concrete, and other materials used in rights-of-way; project management practices and contract administration principles; conflict resolution techniques; basic math and record keeping practices; safe driving principles and practices.

Ability to:

Read and interpret construction plans, blueprints, specifications, work orders and schematics; follow construction surveying procedures; conduct basic engineering computations; prepare inspection records and reports; organize and manage the work of contract maintenance personnel; operate standard office equipment and use word processing and spreadsheet applications software; understand and follow oral and written instructions; establish and maintain effective relationships with staff, management, contractors, developers, utility companies, public and private agencies, general public, and others in the course of work.

Education/Training/Experience:

Education: Graduation from high school or equivalent is required, supplemented by specialized training or certification in construction inspection practices, construction engineering, record keeping, and communications training.

Experience: Two years of responsible experience in engineering construction of City public works projects, private development work, and rights-of-way permit work.

Licenses/Certificates/Special Requirements:

Certification as a Public Works Inspector, and a Qualified SWPPP Practitioner Certification is desirable.

May be required to meet Confined Space entry requirements in order to conduct inspections of specific sites and properties.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and walk on uneven ground for construction inspections. In the office setting, the employee is frequently required to sit and use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms above and below shoulder level. The employee is required to stoop, kneel, or crouch during site inspections; lift and carry inspection records and documents, typically weighing less than 20 pounds.

Sensory demands include the ability to see, talk and hear. Color vision acuity is required.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret specifications, field data, and documents; analyze and solve problems; use math; work with interruptions; and interact with staff, contractors, officials and the public.

WORK ENVIRONMENT

The position frequently works in both office and field settings. In the office, the employee works in controlled temperature settings. In the field, the employee is expected to conduct field observation and inspections of engineering and construction projects and to attend meetings at various sites.

The employee is exposed to traffic, dust, heat, moisture, mechanical and/or electrical hazards, and potentially hazardous physical substances, and variable weather conditions. The employee may be occasionally exposed to loud background construction noise exceeding 85 decibels. The employees uses Personal Protective Equipment as required.