



PUBLIC WORKS INSPECTOR

Bargaining Unit: SEIU Local 1021
FLSA Status: Non-Exempt

DEFINITION:

Under general supervision of the City Engineer, incumbents in this classification perform fully skilled inspection of contract construction work to ensure compliance with plans, specifications, and codes on a wide variety of public works projects.

CLASS CHARACTERISTICS:

Positions in this class perform the inspections requiring the use of independent judgement and initiative. The Public Works Inspector classification is distinguished from the Senior Public Works Inspector class as the former receives general direction from the Supervising Construction Inspector and assigned engineering staff and has no supervisory responsibilities.

EXAMPLES OF DUTIES (*illustrative only*):

- Inspect varied public works projects including streets, curbs and gutters, bridges, sidewalks, underground utilities, structures, landscaping and park facilities, traffic controls, and other projects for conformance to plans, specifications, OSHA standards, codes, workmanship, and quality and quantity of materials involved.
- Review and interpret plans, specifications, and drawings noting errors and omissions; make “as-built” notations.
- Requests and interprets results of soils, materials, and operational tests, including compaction test reports. Confer with contractor’s or developer’s representatives or with staff from other agencies or utilities regarding work in progress; may approve deviations from specifications within established guidelines or stop work in progress if specifications are not met.
- Maintain records of work performed and contract progress, and confirm periodic progress payment to contractors.
- Perform a variety of related work including investigating citizen complaints and permit applications, obtaining informal bids for minor projects, and entering data into an automated record-keeping system.
- Perform other related work as required.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, 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:

Completion of High School or an equivalent.

Two (2) years of experience in a lead role in public works construction projects or construction inspection which involves reviewing plans, contracts, and resolving public works or construction issues independently.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Basic and advanced construction.
- Techniques and materials, including materials sampling and testing techniques.
- Surveying principles and practices.
- CAL OSHA requirements.
- Basic engineering mathematics.
- Methods, materials and construction procedures found in typical municipal construction projects.

Ability To:

- Determine quality, workmanship and conformance with plans and specifications through inspection and testing techniques.
- Read and interpret plans, specifications, codes, survey notes, test reports and job drawings.
- Make accurate and complete notes, computations and records of work performed.
- Take samples and perform accurate field tests.
- Use independent judgment and initiative within established guidelines.
- Develop and maintain effective working relationships with contractors, developers, staff from other agencies and utilities, and others contacted in the course of the work, even if relations might be strained.
- Follow oral and written directions.
- Instruct less experienced inspection staff.
- Independently inspect any type of public works project found in a municipal setting.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's license and have a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

During the course of performing the functions of this position, the employee may encounter the following conditions:

Working indoors, working outdoors, temperature changes, ladder use, moving machinery, dust, fumes/smoke/gasses, chemicals, noise, electrical energy, computer monitor use, solvents, greases, oil, vibration, open flames, explosives, traffic hazard, work hazard, biohazards, confined spaces, working alone or with other individuals.