



SUPERVISING CONSTRUCTION INSPECTOR

Bargaining Unit: Non-Represented Management Employees Group

DEFINITION

Under the general supervision of higher level professional engineering staff, with final approval by the City Engineer, this position supervises and coordinates the construction inspection projects in the Public Works Department, Engineering Division; provides technical assistance and guidance to the assigned staff; performs the most complex work associated with the inspection of a variety of Capital Improvement Program (CIP) projects, commercial and industrial developments and subdivisions to ensure work quality and materials conform with approved plans, specifications and departmental regulations; and, maintains records and prepares reports pertaining to inspected projects.

CLASS CHARACTERISTICS

Positions in this class perform the most complex inspections requiring the use of considerable independent judgement and initiative. The Supervising Construction Inspector classification is distinguished from the Senior Public Works Inspector and Public Works Inspector class by the responsibility assumed for coordinating field inspection operations, providing training to less experienced staff, as well as for performing the more complex duties assigned to positions within this series. The Supervising Construction Inspector also exercises direct supervision over inspection staff.

EXAMPLES OF DUTIES *(illustrative only)*

Duties may include, but are not limited to:

- Assigning, supervising, scheduling and reviewing the work of Public Works Inspectors performing contract administration and field inspections of a variety of Public Works projects, and Encroachment Permit projects, including streets, grading and drainage, curbs/gutter and sidewalk, traffic signals, street lights, landscaped medians, parks, parking lots and site preparation, and coordinating with all utility companies in the field.
- Overseeing the administration of construction contracts through the review of submittals, progress payments, change orders, material quality control tests, contractor claims, and final quantities, and adhering to the federal and state funded construction administration standards.
- Ensuring compliance with approved plans, specification, codes, and ordinances.
- Developing and providing training programs and guidelines for all inspection staff to ensure uniform level of technical competency and safe inspection practices as stipulated by codes, rules, regulations and the Occupational Safety and Health Administration (OSHA).

- Developing forms, files, and other procedures necessary for the efficient and safe operations of Public Works Inspectors.
- Providing support and assistance to Public Works Inspectors and Engineering staff to resolve difficult construction-related conflicts between contractors, project plans and specifications, city staff and the public.
- Interpreting City standard specifications and details to contractors, developers, engineers, technical consultants, utility companies and the public.
- Reviewing in-house and consultant prepared draft and final Plans, Specifications and Estimates (PS&E) for constructability before advertisement.
- Reviewing Encroachment Permit applications for constructability and traffic control before issuance.
- Keeping detailed inspector's daily reports (IDRs) to document work progress, significant accomplishments, issues, and resolutions. Preparing activity records and reports.
- Inspecting various structures such as utilities, streets, sidewalks, gutters, bio-treatment areas as well as off-site construction.
- Checks lines, grades, sizes, depths, inverts, elevations, and locations of structures for conformance with specifications and regulations.
- Arranging preconstruction meetings with contractors, developers and engineers for CIP and Encroachment Permit projects.
- Participates in, and/or conducts, weekly or monthly safety or progress meetings.
- Coordinating and corresponding with contractors, developers, engineers, and various utilities.
- Corresponding with impacted residents and providing project updates in a polite and professional manner.
- Reviewing traffic control plans and working with contractor and engineers to ensure proper set-up, modification, and removal at the end of workday.
- Ensuring accessibility requirements for pedestrians and bicyclists are met during construction to allow safe passage.
- Observing work during progress and upon completion; ensuring that safety procedures are followed.
- Ensuring compliance with the requirements of the Alameda County Clean Water Program in terms of stormwater runoff and construction Best Management Practices (BMPs).
- Monitoring, inspecting and approving completion of work done under grading and encroachment permits; ensuring that all specified conditions are met.
- Preparing a punch-list of items to be completed prior to closing out permits or recommending completion of subdivision and commercial and industrial developments.
- Recording amounts of materials used and work performed.
- Preparing necessary reports for progress payments.
- Coordinating design alterations between City staff and the developer.
- Working closely with the project engineer and providing regular updates covering significant items.

- Performing other duties as assigned.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree in engineering, construction management or related field.

OR

Possession of a bachelor's degree in any field and a Certification in Construction Management or Project Management.

AND

Experience - Six years of increasingly responsible construction inspection in street/highway construction and training in a field related to the inspection of construction (i.e. public works project surveying, materials testing and/or paving), three years of which includes public work inspection.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, methods, materials, equipment, and safety hazards of construction
- Applicable laws, regulations, codes, and departmental policies governing the construction of assigned projects
- Defects and faults in construction
- Basic mathematics including algebra, geometry and trigonometry as applied to construction inspection work
- Basic soil mechanics and geology
- Principles of engineering as applied to construction inspection
- Engineering mechanics of structures
- Computer applications and technology related to the work
- Basic principles and practices of budget development, administration, and accountability

Ability to:

- Understand and interpret engineering plans and specifications, and prepare accurate engineering records
- Deal firmly and tactfully with contractors, engineers, and property owners
- Communicate effectively, both orally and in writing
- Detect and locate faulty materials and poor work quality, and determine the stage of construction during which defects are most easily found and remedied
- Analyze construction plans, specifications, and maps

- Prepare correspondence and technical reports
- Plan, direct, organize, supervise, review, and evaluate the work of others
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner
- Make sound, independent decisions

LICENSES AND CERTIFICATES:

Possession of a valid State of California registration as a Construction Inspector, or equivalent, is highly desirable.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

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.

Travel: Positions in this class may require local and statewide travel as necessary.