



LEAD CONSTRUCTION INSPECTOR

Bargaining Unit: Professional Employee Group
FLSA Status: Non-Exempt

DEFINITION:

Under general supervision of the Supervising Construction Inspector, the Lead Constructor Inspector performs complex work involved in the inspection of work quality and materials used in a variety of public works construction projects and related areas to ensure conformance with approved plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

CLASS CHARACTERISTICS:

Positions in this class perform the at the journey-level, complex inspections requiring independent planning, judgement, and initiative. The Lead Construction Inspector classification is distinguished from the Public Works Inspector class by the responsibility to perform journey-level, complex work for the entire spectrum of the Public Works constructions projects and provide training and technical expertise to Public Works Inspection staff. Exercises indirect supervision over inspection staff.

EXAMPLES OF DUTIES (*illustrative only*):

- Leads and provides guidance and technical expertise to other Public Works Inspection staff and assists in the supervision, scheduling, coordination and evaluation.
- Provides training to Public Works Inspection staff; ensures uniform application of the appropriate codes, rules and regulations, and conducts joint field inspections when needed.
- Administers construction contracts through the review and approval process, including arrangements for material quality control tests through outside laboratories, the preparation of extra work orders, change orders, contractor claims, progress schedules, city acceptance, and final payments.
- Reviews plans and specifications of assigned projects; arranges and conducts preconstruction meetings for construction projects.
- Inspects work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specification, codes and ordinances.
- Inspects materials and various structures—such as utilities, streets, sidewalks, gutters and other off-site construction as well as check line, grade, size, elevation and location of structures—for identification and conformance to specifications and regulations.

- Observes work during progress and upon completion; ensures that safety procedures are followed.
- Monitors, inspects and approves completion of work done under an encroachment permit grading permits and capital improvement projects; ensures that all specified conditions are met.
- Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- Makes engineering calculations of quantities and grades involving math, records and compares quantity of materials used to theoretical quantities; prepares activity records and reports.
- Coordinates design alterations between City staff and the developer.
- Receives and responds to citizen issues and concerns.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Possession of a bachelor’s degree and two (2) years of increasingly responsible construction inspection in street/highway construction and training in a field related to the inspection of construction. Any combination of education and experience may be accepted.

One (1) year of lead experience is preferred.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver’s License with a satisfactory driving record.

State registration as a Construction Inspector must be obtained within one (1) year of employment from either of the Associations:

- American Construction Inspectors Association (ACIA)
- American Public Works Association (APWA)

KNOWLEDGE 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.

Ability To:

- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Be a Team Leader in the operations of the Public Works Inspector staff.
- 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.

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.