

CONSTRUCTION INSPECTOR I/II

Salary Range: 26/30 (Public Service Salary Schedule)

DEFINITION

Under direct or general supervision, performs a variety of duties involved in inspecting the workmanship and materials used in a variety of public works construction and capital improvement projects of City infrastructure, such as encroachment, grading, traffic control, and public safety, as well as subdivisions, commercial site projects, and private development construction projects; ensures conformance with applicable federal and state laws, City codes, ordinances, approved plans, specifications, and departmental regulations; administers a variety of systems and programs for the City; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Construction Inspector I

This is the entry-level class in the construction inspection series. Initially under close supervision, incumbents learn a variety of routine inspections of City infrastructure and private developments to ensure safety and conformance with plans and specifications. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Construction Inspector II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Construction Inspector II

This is the journey-level class in the construction inspection series that independently performs a variety of complex inspections of City infrastructure and private developments to ensure safety and conformance with plans and specifications. Responsibilities include working closely with City engineering and public works staff, developers and contractors to effect project modifications to meet field contingencies. This class has the authority to stop work on projects within specified guidelines until modifications in design, materials or practices are accomplished. This class is distinguished from the professional engineering class series in that the latter performs design and plan review work requiring specific training in an engineering discipline and professional credentials. This class is further distinguished from the Building Inspector class series in that the latter performs routine to complex combination inspections of residential, commercial and industrial building sites to enforce building, plumbing, mechanical, electrical, housing and environmental codes and other governing laws and ordinances.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Senior Engineer. May exercise technical and functional direction over assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects all phases of a variety of public works, infrastructure, capital improvement, and private development construction projects for conformance with approved plans, specifications, contract provisions and safe work practices in accordance with City, County and State and Federal codes; inspects materials for identification and conformance to specifications; performs routine field tests as needed.
- Inspects various structures, such as utilities, streets, sidewalks, gutters, storm drains, fences, retaining walls and other construction; checks line, grade, size, elevation and location of structures for conformance with specifications and regulations; monitors erosion control and air quality by ensuring dust control; and checks projects for effective methods to protect trees to be saved.
- Reviews plans and specifications of assigned construction projects; conducts pre-construction conferences, develops and issues notice to proceed documents.
- Records amounts of materials used and work performed; prepares necessary reports for progress payments.
- Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.
- Issues “stop work” notices, notices of violation, and change orders within specific guidelines; conducts change order negotiations; consults with engineering staff regarding problems and change alternatives.
- Prepares and maintains daily inspection reports, progress payments, claims and other written documentation.
- Collects samples of materials for examination or analysis by laboratories; performs routine materials and field tests to assure material/workmanship quality.
- Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- Investigates complaints; confers with surrounding property owners regarding project schedule, hazards, inconvenience and code compliance.
- Inspects City sidewalks and asphalt roads for hazards in need of repair; measures and records displacements; submits locations for repair.
- Assists in the City’s National Pollution Discharge Elimination System (NPDES) water pollution prevention program as it relates to stormwater compliance.
- Conducts field review as necessary to assess all pertinent issues of the assigned project.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS**Knowledge of:**

- Principles, practices, methods, materials, equipment and safety requirements of construction.

- Basic soil mechanics and geology.
- Occupational hazards and standard safety practices necessary in the area of construction inspection.
- Mathematical principles including algebra, geometry, and trigonometry.
- Modern office practices, methods, and computer equipment.
- Principles and procedures of record-keeping.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Construction Inspector II, in addition to above:

- Principles and practices of public works construction inspection.
- Materials, methods, principles and practices used in public works construction, including encroachment, grading, landscaping, traffic control, water quality, and public safety, as well as private development construction projects.
- Applicable federal, state, and local laws, codes, regulations and departmental policies governing the construction of assigned projects, including National Pollution Discharge Elimination System (NPDES).
- Technical principles and practices of engineering design, specification and cost estimate preparation.
- Materials sampling, testing, and estimating procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Techniques for dealing with the engineers, developers, contractors, City staff, and representatives of other agencies in an effective manner.

Ability to:

- Reading, understanding and interpreting construction blueprints, plans and specifications.
- Making accurate mathematic computations.
- Preparing clear, effective and accurate technical reports.
- Maintaining accurate records and files of work performed.
- Understanding and carrying out oral and written instructions.
- Organizing work, setting priorities and meeting multiple deadlines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establishing and maintaining effective relationships and interpersonal relationships with those contacted in the course of the work, including coworkers and the public.

Construction Inspector II, in addition to above:

- Interpreting, applying and explaining laws, regulations, codes and departmental policies governing the public works, infrastructure, capital improvement, and private development construction.
- Reviewing and authorizing change orders, claims and progress payments within specific procedural guidelines.
- Detecting and locating faulty materials and workmanship and determining the stage of construction during which defects are most easily found and remedied.
- Reviewing and analyzing construction plans, specifications and maps for conformance with City standards and policies.
- Coordinating and dealing tactfully with contractors, engineers and property owners.
- Responding to complaints or inquiries from citizens, staff, and outside organizations.
- Performing the entire range of construction inspection activities with a minimum of supervision.
- Preparing clear, effective and accurate reports, correspondence, change orders, specifications and other written materials.
- Effectively representing the department and the City in meetings with other departments, public and private organizations and individuals.
- Making sound, independent decisions within established policy and procedural guidelines.

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

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Equivalent to completion of twelfth (12th) grade, supplemented by a minimum of fifteen (15) units of technical or college courses in construction management, engineering or a related field.

Construction Inspector I

Five (5) years of general construction experience. This work must have included field work and significant public contact.

Construction Inspector II

Two (2) years of increasingly responsible construction inspection experience equivalent to the Construction Inspector I with the City of Rocklin.

GENERAL QUALIFICATIONS

License Requirement:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-to-case basis.

Physical Requirements

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures and pipes; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

Working Conditions

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

May be required to work various shifts on evenings, weekends and holidays.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2007