

PUBLIC WORKS INSPECTOR

DEFINITION

Under general direction, to perform complex public works, subdivision, and encroachment inspections; to take samples and be responsible for materials testing; to collect data for office analysis; to review field activities for contract compliance; to perform a variety of technical and office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced working level classification for the performance of a wide range of inspection assignments and office and field support work on public works construction projects, subdivisions, and encroachment permits.

REPORTS TO

Public Works Director or Designee

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Performs site reviews for encroachments and conditions for encroachment permits
- Issues encroachment and transportation permits
- Prepares notices of encroachment and grading violations
- Performs inspections of erosion control measures for County and private grading and improvement projects for compliance with NPDES, approved plans and Municipal codes
- Takes field samples of material for testing
- May perform routine materials testing such as compaction, abrasion, plasticity index, etc.
- Performs inspections of asphalt concrete overlays, including batch sources and batch plants
- Performs private road inspections to insure compliance with County requirements and specifications
- Makes field inspections of public works projects for proper work methods, use of materials, and compliance with plans and specifications
- Coordinates contract inspection services
- Checks work progress and completion in accordance with contract standards
- Maintains records of project compliance
- Prepares as-built drawings
- Assists in right-of-way acquisition work

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- Performs traffic counts and speed surveys
- Checks appropriate grading and drainage on private and public projects
- Arranges for pre-construction and pre-bid conferences with contractors
- Performs office assignments related to inspection assignments and processing of data
- Performs a variety of technical support work in the design and construction of Public Works projects, researching and updating information as needed
- Participates as a member of a survey crew
- Uses a computer and calculators to solve a variety of technical problems

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of inspection, sampling, and materials testing equipment; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in an office and outdoors; exposure to variations in temperature and humidity; exposure to dust; outdoor may be performed in an environment with constant noise; some exposure to grease and oils; exposure to moving construction equipment; constant contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Department of Transportation and Public Works standards and specifications for construction, subdivision, grading and encroachment projects.
- Laws, rules, codes, and regulations related to contract administration and construction projects.
- Construction methods, materials, techniques, principles, practices and equipment.
- Proper inspection methods and procedures.
- Materials sampling, testing and proper use of materials in construction projects.
- Contract review and administration.
- Use of computers and computer applications related to technical work
- Work safety methods and programs.

Ability to:

- Perform a wide variety of the more complex inspection and contract administration

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assignments.

- Inspect construction projects and encroachments for deficiencies and initiate corrective action.
- Insure proper work progress and project compliance with contract provisions.
- Read and interpret plans, specifications, ordinances, and codes related to public works construction.
- Take appropriate samples and perform field materials testing.
- Gather a variety of data and prepare detailed and accurate reports.
- Effectively represent the Department of Transportation and Public Works in contacts with the public, contractors, and other government agencies.
- Establish and maintain cooperative working relationships.
- Make accurate mathematical calculations
- Use a computer and computer applications in the performance of technical support work

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of construction or technical field and office engineering support experience.

Special Requirements: Possession of an appropriate valid and current California Driver's License required to meet the performance requirements of the position.