

PUBLIC WORKS LEAD INSPECTOR

DEFINITION:

Under general direction, has overall responsibility for the management and supervision of the Public Works Inspectors, is responsible to provide lead direction and work coordination for Public Works Inspectors, to direct or perform the most complex public works inspections for subdivision, development, and encroachment type projects; to take samples and be responsible for materials testing; to collect data for office analysis; to review field activities of inspectors to determine contract or conditional compliance; to perform a variety of technical and office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the lead supervision level in the Public Works Inspector Worker Class series for the performance of a wide range of inspection assignments and office and field support work on public works construction projects, subdivisions, special right of way improvement projects, and encroachment permits. Incumbents are assigned lead coordination and work responsibilities for a group of Public Works Inspectors and they also may assume responsibility for contract inspectors as assigned. This is an experienced working-level classification.

REPORTS TO:

Director of Public Works, or Deputy Director.

CLASSIFICATIONS DIRECTLY SUPERVISED:

Public Works Inspector, Engineering Technician, Extra Help, Contract Inspection Inspectors.

ESSENTIAL FUNCTIONS:

Performs site reviews for proposed encroachments; understands project requirements and coordinates activities with contractors on proposed construction for encroachments; helps develop means to meet developer conditions for encroachment permits; issues encroachment permits; prepares notices of encroachment violations; performs inspections of erosion control measures for projects; 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 construction inspections to ensure 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; approves progress payments; maintains records of project compliance; prepares as-built drawings; performs right-of-way acquisition work; performs traffic counts and speed surveys; checks appropriate grading and drainage in subdivisions; arranges for pre-construction and pre-bid conferences with contractors; performs office assignments

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related to inspection assignments and processing of data. Reviews actions of subordinate staff and recommends action to the Director on personnel performance within delegated limits; makes analyses of work procedures, progress, and program costs and develops recommendations to increase efficiency; assists with estimating and projecting needed right-of-way improvement measures; reviews and provides advice on unusual work. Receives, investigates, and deals with public complaints regarding assigned areas of responsibility.

Performs a variety of semi-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; issues encroachment permits; uses a computer and calculators to solve a variety of technical problems.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing over 25 pounds; 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 portable radio; 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:

- Public Works Agency standards and specifications for construction, subdivision, and encroachment projects.
- Construction Practices and methods for roadway, signage, and drainage structures construction and maintenance.
- Laws, rules, codes, and regulations related to contract administration and construction projects.
- Construction and traffic safety practices and procedures.
- Construction methods, materials, and equipment.
- Proper inspection methods and procedures.
- Materials testing and proper use of materials in construction projects.
- Contract plans and documents reading, interpretation, review and administration.
- Geography of the County and the location of County roads.
- Use of computers and computer applications related to technical work
- Work safety methods and programs.
- Principles and techniques of supervision, training, and work evaluation.

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Ability to:

- Perform a wide variety of the most complex inspection and contract administration assignments.
- Establish and maintain cooperative working relationships.
- Inspect construction projects and encroachments for deficiencies and initiate corrective action.
- Insure proper work progress and project compliance with contract provisions.
- Provide lead direction and work coordination for an assigned group of Public Works Inspectors.
- Train other staff in equipment operation.
- 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 Public Works Agency in contacts with the public, contractors, and other government agencies.
- Establish and maintain cooperative working relationships.
- Make accurate mathematical calculations, produce accurate diagrams or sketches, and take accurate measurements with equipment.
- Use a computer and computer applications in the performance of technical support work.
- Conduct professional conversations on the telephone with the public, contractors, and other city or county and state agents.
- Employ principles of training, work coordination, and lead direction.

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 years experience in public-works-related (roads, streets, driveways, drainage, signage, etc.) construction, or a combination of construction and technical field and office engineering experience directly supporting right-of-way, grading, or property development construction activity. Three (3) years experience performing work comparable to that of a Public Works Inspector with another city, county, state or federal agency.

Special Requirements:

Course work and experience including on the job training at a technical or trades college with emphasis on inspection and construction practices.

High School Diploma or GED Certificate.

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