



PUBLIC WORKS INSPECTOR

DEFINITION

Under general supervision, performs skilled building and related health and safety inspection work in the interpretation and enforcement of structural, mechanical, electrical, plumbing, and related codes and regulations related to new building construction, remodeling, repair, and use; performs professional work in checking plans, calculations, specifications, technical reports, and other submittal documents for compliance with federal, state, and local building codes, ordinances, and regulations; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; assists contractors, design professionals, and the public regarding construction requirements; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a technical classification performing a wide variety of code compliance support work. Incumbents serve to relieve the manager of performing technical detail work and are expected to function with very little direct oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive contact with contractors, outside agencies, and members of the public. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the public works inspection function.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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 City right-of-ways and setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes and zoning ordinances.
- Conducts field inspections for compliance with building, mechanical, electrical, plumbing, accessibility, and other related codes and regulations; inspects construction framing, foundations, and grading on new construction and alterations to verify code compliance.
- Performs constructability reviews of plans, permits, and specifications; processes permits after review and approval.
- Interprets codes and regulations.
- Prepares and maintains a variety of correspondence, reports, correction notices, and other written material related to permits and inspections.
- Maintains records and working files; prepares oral and written reports of work performed.
- Investigates complaints regarding existing buildings or new construction to determine whether code violations or problem conditions exist; follows up on corrective action by preparing written analysis; makes public and City officials aware of updates as necessary.

- Explains inspection programs, and gives advice relevant to construction and repair methods and materials and permit processes to owners, architects, engineers, contractors, etc.
- Acts as a liaison between the City, property owners, contractors, and other agencies on matters relevant to construction and repair methods and materials; maintains communication among parties involved; investigates and resolves complaints and problems.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Review contractors' requests for payment (RFPs) and prepares payment certificates for review and processing.
- Performs safety inspections and ensures established traffic control procedures are followed within construction zones.
- Monitors progress of construction contracts; monitors construction work progress and identifies incomplete or incorrect work to ensure contract compliance.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Municipal Public Works activities and objectives pertaining to engineering, water, wastewater, streets, transportation, facilities, parks, and other public domains.
- Applicable federal, state, and local laws, codes, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.
- Principles, practices, and methods of residential structural and building plan review.
- Terminology and technical report writing requirements related to building and safety programs.
- Research methods and sources of information related to building code enforcement.
- Principles and practices in general construction, and electrical and mechanical systems.
- Principles and techniques of building inspection work.
- Principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Principles and practices of Public Works contract administration, development of construction project plans, reports, and recommendations, and grant proposal writing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform complex technical plan reviews without immediate supervision.
- Collect, interpret, and analyze office and field inspection data accurately.
- Perform technical inspections without immediate supervision.
- Perform thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- Read, analyze, and interpret plans, diagrams, and specifications and detect deviations from approved plans.
- Perform required mathematical computations with accuracy.

- Maintain accurate records and prepare clear and concise reports and other written material.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from the twelfth (12th) grade supplemented by the equivalent of two (2) years of college level engineering and/or construction related courses, and two (2) years of experience performing broad and varied construction inspection activities or related duties, preferably in a public agency setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Agency sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. 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, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with staff assistance and/or the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.