

CITY OF HAYWARD

**SENIOR CONSTRUCTION INSPECTOR**

**DEFINITION**

The Senior Construction Inspector provides advanced level inspection of public works projects to ensure compliance with plans and specifications in their construction. Projects include those involving federal, state, and municipal funds, both public and private improvements in new subdivisions, and encroachment permits. This is an advanced journey-level position and requires a higher level of independence of action, judgment, and discretion in interpreting plans and specifications and enforcing local, state, and federal construction regulations. Generally, assignments will require a higher level of construction knowledge and/or understanding of City policy.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is received by the Supervising Construction Inspector. Provide lead assistance to Construction Inspectors as required. This may involve reviewing inspection reports and resolving technical problems in the field.

**ESSENTIAL DUTIES**

Depending on assignment, duties may include but are not limited to the following:

Performs skilled field inspections of a variety of public works projects including streets, roads, grade separations, parking lots, curbs, gutters and sidewalks, traffic signals, sanitary sewers, storm drains, water lines, landscaping, public buildings, structures, transit stops and airport facilities.

Performs skilled field inspection of public and private improvements in new subdivisions, and encroachment permits.

Skilled evaluation of the quality of construction and of materials used in construction to ensure compliance with plans and specifications.

Performs contract administration duties including preparation of daily construction reports, weekly statement of working days, change orders, progress payments, general correspondence, and checking payroll records, material submittals, and certificates of compliance.

Skilled ability to prepare internal and external general correspondence.

Conducts confidential employee interviews relative to federal requirements.

Estimates the cost of materials and labor necessary to complete new or unanticipated work.

**ESSENTIAL DUTIES (continued):**

Prepares progress payments to contractors and prepare reports relative to completed work.

Skilled interpretation and explanation of plans and specifications. Ability to explain plans and specifications to contractors and general public.

Responds to questions and complaints from the general public related to construction activities.

Reviews City project plans and specifications prior to bid for constructability, errors, or omissions.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Materials and methods used in the construction of a variety of public works projects including public streets, curbs and gutters, sanitary sewers, storm drains, and water lines.

Basic soils engineering principles.

Ability to:

Estimate and calculate amounts and costs of materials used in construction.

Evaluate quality of construction.

Evaluate quality of materials used in construction.

Work effectively with others while enforcing provisions of construction contracts.

Prepare accurate written reports.

Communicate effectively, both orally and in writing.

Read and interpret plans and specifications of more complex Public Works projects.

Perform contract administration duties including preparation of daily construction reports, weekly statement of working days, change orders, progress payments, general correspondence, and checking payroll records, material submittals, and certificates of compliance.

Access and manipulate the current encroachment permit program to check and print the daily dispatch, check new and old permit activity, and input data.

Effectively train and provide assistance to Construction Inspectors in their duties specifically on complex construction issues.

Ability to (continued):

Work independently with minimal supervision.

Support the Supervising Construction Inspector as required.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four (4) years experience in construction inspection including two years of public works inspection. Inspection experience shall include work in any two of the following construction trades: Grading and paving, underground utilities, or forming and pouring concrete structures. Must be familiar with CALTRANS specifications, procedures, and standards.

**Education:**

Equivalent to completion of the twelfth grade.

**License and Certificates:**

Maintenance of a valid Class C California Drivers License from the time of appointment. Certification by the American Construction Inspectors Association is highly desirable.

**SPECIAL REQUIREMENTS:**

Essential duties may require some physical abilities in an office and field environment including sitting for prolonged periods of time; standing, walking, reaching, bending and safely lifting and moving equipment and materials weighing up to 35 pounds. Inspections can occur on even or uneven terrain and at elevation/heights or below grade. Essential functions must be performed with or without reasonable accommodation.

**PROBATIONARY PERIOD:** One Year

642CS10

July 2010

AAP Group: 5

FPPC STATUS: Non-Exempt

FLSA STATUS: Non-Designated

