

SUPERVISING CONSTRUCTION INSPECTOR

DEFINITION

To supervise and coordinate the construction inspection section of the Engineering and Construction Inspection Division; to provide technical assistance and guidance to assigned staff; and to perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Senior Civil Engineer. Responsibilities include the supervision of Construction Inspectors.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Assigns, supervises and reviews work of Construction Inspectors performing contract administration and field inspections of a variety of public works projects including streets, grade separations, curbs, gutters and sidewalks, sanitary sewers, storm drains, water lines, public buildings, structures, traffic signals, airport facilities, landscaping, parking lots and site preparation.
2. Oversees the administration of construction contracts through the review of progress payments, change orders, material quality control tests, contractor claims and final quantities by adhering to federal and state funded contract administration standards.
3. Develops and provides training programs and guidelines for all inspection personnel to insure a uniform level of technical competency and safe inspection practices as stipulated in various codes and by the Occupational Safety and Health Act.
4. Provides support and assistance to inspection personnel to resolve difficult construction related conflicts between contractors, project specifications, City personnel and the public.
5. Interprets City standard specifications and standard details to contractors, developers, engineers, technical consultants and the public.

EXAMPLES OF DUTIES (continued)

6. Arranges and conducts preconstruction meetings for all public and private construction projects

SUPERVISING CONSTRUCTION INSPECTOR  
PAGE 2

for the benefit of contractors, subcontractors, developers, technical consultants, and City representatives.

7.Develops forms, files and other procedures necessary for the efficient operation of the Construction Inspection Section.

8.Negotiates conflicting contractor claims.

9.Participates in joint field inspections with Construction Inspectors to insure compliance with plans and specifications.

10.Performs a variety of tasks such as attending Engineering Division management staff meetings; investigating illegal grading activity; and reviewing City project plans prior to bid to consider possible methods of construction which will avoid costly change orders.

QUALIFICATIONS

Knowledge, Abilities and Skills

A.Knowledge of construction materials, methods and practices used in public works construction.

B.Knowledge of material testing in the laboratory and field, and evaluation of results.

C. Knowledge of sewer and water line installation and testing.

D.Knowledge of federal and state funded contract administration standards.

E.Ability to supervise, train, evaluate and direct construction inspectors in their job duties.

F.Ability to make engineering calculations of quantities and grades involving math through algebra and to read and interpret construction plans and specifications.

G.Ability to make precise verbal presentations of problems, requirements and solutions.

H.Ability to exercise good judgment and make objective decisions.

Knowledge, Abilities and Skills (continued)

I.Ability to establish and maintain effective relations with others, especially when enforcing contract compliance and negotiating changes with contractors and developers.

SUPERVISING CONSTRUCTION INSPECTOR  
PAGE 3

EXPERIENCE AND EDUCATION

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

Experience: Five years experience in construction engineering supervision; or five years in construction inspection including two years of public works inspection.

Education: Equivalent to completion of the twelfth grade.

License and Certificates: Possession of a valid Class C California Drivers License at the time of appointment. Certification by the State of California as a registered Construction Inspector is highly desirable.

PROBATIONARY PERIOD: One Year

780CS91

August 1991

AAP Group: 5

FPPC Status: Exempt

FLSA Status: Exempt