

CONSTRUCTION INSPECTOR

DEFINITION

To inspect a variety of public works projects funded by federal, state, and municipal funds and inspection of both public and private improvements in new subdivisions to insure compliance with plans and specifications, schedule, and safety regulations during their construction. Projects include those involving federal and municipal funds and both public and private improvements in new subdivisions.

DISTINGUISHING CHARACTERISTICS

This is a skilled journey-level class that requires independence of action, judgement and discretion in interpreting plans and specifications and enforcing local, state, and federal construction regulations.

SUPERVISION RECEIVED

General supervision is received from the Supervising Construction Inspector.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Makes field inspections of a variety of public works projects_including streets, roads, airport runways and taxiways, grade separations, curbs and gutters, sanitary sewers, storm drains, water lines, public buildings and structures, airport facilities, reservoirs, and new facilities for Water Pollution Control Facility (WPCF).

Evaluates the quality of construction and of materials used in construction, to insure compliance with plans and specifications.

Requests and interprets results of soils, materials, and operational tests, including compaction test reports.

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.

ESSENTIAL DUTIES (continued):

Writes letters to contractors, and initiates change orders concerning the contract.

Collects and reviews contractor payroll records to insure compliance with state and federal wage rate laws.

Conducts employee interviews relative to federal requirements.

Write daily construction reports.

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

Prepares progress payments to contractors, and prepares reports relative to completed work.

Interprets and explains plans and specifications to the general public.

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

Enforces storm water pollution prevention program (SWPPP), Private and Public developments and makes reports for the Alameda Countywide Clean Water Program.

JOB RELATED AND ESSENTIAL 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 domestic water lines.

Public buildings, airport paving, sidewalks and accessible curb ramps, mass grading, concrete structures, streetlights and traffic signals, landscaping, and C.3 Storm Water Controls.

Trenching and shoring.

Basic soils engineering principles.

Ability to:

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

Evaluate quality of construction.

Evaluate quality of materials used in construction.

Ability to (continued):

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.

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

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: Two years experience as a public works construction inspector or three (3) years experience similar to that of a soil technician with public works field inspection responsibilities, or similarly responsible experience in public works construction, including work in any of the following areas: grading and paving, underground utilities, forming and pouring concrete structures. It is desirable to be familiar with CALTRANS specifications, procedures and standards.

Education: Equivalent to completion of the twelfth (12th) grade.

License and Certificates: Possess and maintain a valid Class C California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: Work indoors and outdoors in a variety of climatic and topographic conditions; work with and around moving machinery, dust, fumes/smoke/gasses, chemicals, noise, vibrations, electrical energy, solvents, greases,

oil, open flames, uneven walking surfaces, traffic hazards, and/or biohazards; use a computer keyboard and mouse/trackball; converse by telephone, by email, in person, and before small groups, and be clearly understood; read and comprehend plans and specifications; and travel to various locations. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

661CS89

June 1968

Revised: May 1989

Revised: July 2015

AAP Group: 5

FPPC STATUS: Non-Exempt

FLSA STATUS: Non-Designated