



Class Code: 206.1
WP Code: PWINSPECT
Established: _____
Revised: 8/2004
EEO Code: T

CLASS SPECIFICATION

City of Newark, California

PUBLIC WORKS INSPECTOR

POSITION DESCRIPTION

Nature of Work: Under general supervision, performs routine skilled and technical construction inspection work in streets and other public works projects and programs to ensure conformance with contract plans and specifications, industry standards, accepted construction practices, other state and local codes, standards, and contractual provisions, and performs other related work as assigned.

Class Characteristics: This class performs a variety of technical inspections related to the construction of public streets, parks, site development improvements, paving and grading, drainage, erosion and storm water quality controls. Work assignments are performed independent of close supervision and include supervision of field staff.

Essential Duties:

Inspects and approves all phases of public improvements and private site development construction work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, and codes and regulations; inspects and approves construction and installation of streets, curbs, gutters, utility cuts, sidewalks, storm drains, sewers, water lines, water meters, hydrants, service lines, fire lines, cross connection control devices, traffic signals, streetlight installations, and related utilities and structures as assigned; inspects street maintenance contract work involving asphalt overlays with paving and fabrics, pavement failure repairs, slurry and chip seals and other municipal pavement maintenance practices; inspects to assure compliance with local, state, or federal standards for any right-of-way, street use, other permits issued to private utilities or contractors; performs soil testing for relative compaction, asphalt concrete density, etc.; coordinates activities and schedules with utility companies, contractors, property owners and other City departments; resolves conflicts within scope of authority; supervises field staff on assigned projects including directing the work and providing instruction in work procedures; checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD); provides information and responses to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects; maintains a variety of logs and records related to inspection activities; performs work in accordance with safety policies and procedures; compiles and analyzes information and prepares detailed construction reports using applicable computer software programs; serves as a member of survey crew or flagging as needed.

QUALIFICATIONS

PUBLIC WORKS INSPECTOR

Knowledge of:

Fundamentals of civil engineering principles, practices and methods as applicable to a municipal setting,

Working knowledge of applicable laws, standards and regulations related to construction, inspection, safety, and traffic controls.

Considerable knowledge of public works construction and inspection methods.

Supervisory principles and practices.

Ability or Skill to:

Ability to prepare, organize, and maintain inspection field and office data, reports and systems.

Ability to perform required mathematical computations.

Ability to operate personal computer applications relevant to inspection work.

Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, city officials, and the general public.

Considerable skill in reading and interpreting construction drawings, plans and specifications.

Skill in applying materials testing procedures.

Experience and Training:

Any combination of experience and training equal to graduation from high school supplemented by two years of technical experience in public works inspections, field surveying, grade checking, or related field.

College level course work in construction or engineering is highly desirable.

Special Requirement:

Possession of a valid California Class C Driver's License with a good driving record. Possession of a Nuclear Density Gauge Certificate by the completion of the probationary period. Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public facilities. The employee occasionally works in inclement weather; in high, precarious places; and is occasionally exposed to wet and/or humid conditions and fumes. The noise level in the work environment is usually moderate. Eye- hand coordination is necessary to operate testing instruments, computers, and various office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to fingers; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Probationary Period: 6 Months

FLSA: Non-Exempt