



SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

Under general supervision, conducts field inspections of public works and public utility projects; enforces building, plumbing, electrical zoning codes and related Federal, State and local laws; prepares permit documentation for residential, commercial and industrial projects.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing building and related codes information and explaining procedures.

Inspect, during various phases of construction and/or installation, public works and public utility projects including street, water, curb, gutter sewer and storm drain construction including earth moving operations, concrete and landscaping.

Inspect building and facilities construction; perform field surveys..

Review as built plans for accuracy and compliance.

Determine required corrections/improvements during construction; prepare inspection reports, issue stop work notices and corrective action reports.

Inspect adjacent properties for damage from construction activity.

Coordinate with City departments, developers, contractors and utility agencies.

Conduct final inspection of projects; issue building and occupancy permits.

Review construction plans/blueprints and issue permits.

Maintain log of inspection records.

Assist in zoning, general land use and code enforcement inspections.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods and techniques used in inspection of public, residential and commercial construction.

Construction, plumbing and electrical trades.

Local, State and Federal laws and codes related to building and public rights of way construction.

Standard safety practices required in building construction and inspection.

Tools and equipment used in construction.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply building codes to plans, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

High school graduation and five (5) years experience in construction and/or inspection of public, residential and commercial construction. Municipal experience desirable.

LICENSE OR CERTIFICATE



Possession of a valid Class C California Driver's License and a good driving record. Possession of ICC certification as an Inspector within one (1) year of appointment.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time; ability to kneel, stoop, crawl and climb

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

