



CITY OF CAMARILLO

Public Works Inspector

Job Code: 551

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Inspects construction projects for a variety of public works and private development projects including construction of structures and specialized facilities, streets, street lights, traffic signals, water/sewer/storm drainage systems, paving, landscaping, curbs, gutters, sidewalks, driveways, earth moving operations, utility placement, culvert construction, storm water quality management and encroachment permits; reviews plans and specifications of proposed construction; enforces compliance with contract plans, specifications and City standards and regulations; maintains records and prepares reports on projects inspected; and provides information and assistance to contractors, developers, engineers, and the general public in person, by telephone, or in the field.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inspects public works-related construction projects including construction of buildings and specialized facilities, streets, street lights, traffic signals, water/sewer/storm drainage systems, paving, landscaping, curbs, gutters, sidewalks, driveways, earth moving operations, utility construction, culvert construction, storm water quality management and encroachment permits.
2. Enforces compliance with contract plans and specifications to City standards and regulations; monitors assigned land development and public works projects for proper construction practices.
3. Monitors and reviews contract provisions with contractor; ensures corrections and repairs are completed before final project acceptance; issues acceptance of projects in coordination with engineer assigned to project.
4. Reviews plans and specifications of proposed construction projects to ensure compliance with standards, specifications, and applicable codes, ordinances, and regulations; recommends changes as necessary.
5. Inspects adjacent properties for damage from construction activity due to encroachment permits from land development and public works projects.
6. Confers with City engineering staff on design problems encountered in the field for assigned projects.
7. Confers with representatives of utility companies, contractors, engineers, developers, city staff, and the general public to perform quality measurements of work performed for progress payments on assigned projects.
8. Participates in the administration and review with engineers for change orders to complete assigned

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projects.

9. Coordinates assigned inspections with other inspectors within the City as necessary.
10. Prepares required state and federal inspection reports and documentation, contract progress payments, and the acceptance or denial of contract change orders; responds to reimbursement requests; prepares final project and accounting reports; coordinates project closeout for land development projects.
11. Attends pre-construction meetings for capital improvement and land development projects.
12. Assists in the oversight, training and performance of daily work of less experienced construction inspectors.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a public works inspection program.
Methods and techniques used in the inspection of public works construction projects.
Engineering plans, blueprints and specifications to read and interpret.
Methods and techniques of detecting construction defects and faults.
Methods and techniques of materials testing.
Principles, methods, materials, equipment and safety hazards of construction.
Principles and practices of construction administration.
Principles and practices of surveying and construction staking.
Applicable laws, rules, regulations, codes and departmental policies governing the construction of public works projects and private development projects.
Mathematics, including algebra, geometry and trigonometry.
Technical report writing and preparation of correspondence.
Office procedures, methods, and equipment including computers and supporting software applications including word processing, spread sheet and database applications.
Occupational hazards and standard safety precautions.
Methods and techniques of public relations.
Principles and procedures of record keeping and filing.
Proper English, spelling and grammar.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Inspect all types of municipal construction projects and enforce compliance with plans, specifications, ordinances and codes.
Read and interpret engineering plans, blueprints and specifications, records of survey, legal descriptions and tract descriptions.
Deal firmly and tactfully with contractors, engineers, and property owners.
Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
Perform various mathematical calculations.
Prepare and maintain records, drawings, and reports related to construction activities.

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Safely operate a variety of tools, equipment, and assigned vehicle.
Understand engineering principles and apply to construction projects.
Inspect and analyze construction procedures and interpret code violations.
Implement and maintain daily records in conformance with city, state, and federal requirements.
Work on multiple projects.
Maintain records and prepare clear and concise oral and written reports and correspondence.
Utilize public relations techniques in respond to inquiries and complaints.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in public works inspection, engineering, or a related field.

Experience:

Four years of increasingly responsible journey-level public works or heavy construction experience including two years of inspection-related experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment; work or inspect in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; regular interaction with City staff, general public and other organizations; occasionally deal with dissatisfied individuals; may be required to work nights and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in indoor and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.