



## CITY OF CAMARILLO

**Supervising Public Works Inspector**

**Job Code: 550**

**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**

Supervises, assigns, reviews, and participates in the work of staff responsible for inspecting 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; ensures work quality and adherence to established policies and procedures; oversees and participates in reviewing 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; provides information and assistance to contractors, developers, engineers, and the general public in person, by telephone, or in the field; and performs a variety of technical tasks relative to assigned areas of responsibility.

### **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. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for inspecting public works-related construction 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 construction, culvert construction, storm water quality management and encroachment permits; participates in performing the most complex work of the unit including coordinating and planning work schedules and job assignments; generates, categorizes, and distributes projects.
2. Establishes schedules and methods for providing public works construction inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of public works inspection staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
5. Participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures.

**CITY OF CAMARILLO**  
**Supervising Public Works Inspector (Continued)**

6. Advises on issues with design, construction, and traffic control for public works projects.
7. Oversees and participates in enforcing compliance with contract plans and specifications and City standards and regulations; monitors assigned land development and public works projects for proper construction practices.
8. Participates in monitoring and reviewing contract provisions with contractor; ensures corrections and repairs are completed before final project acceptance; issues acceptance of projects with engineer assigned to project.
9. Participates in reviewing plans and specifications of proposed construction projects to ensure compliance with standards, specifications, and applicable codes, ordinances, and regulations; recommends changes as necessary.
10. Provides technical information regarding plans, specifications, special conditions, and compliance methods to City staff, contractors, engineers, developers, architects, owners, and the general public.
11. Participates in inspecting adjacent properties for damage from construction activity due to encroachment permits from land development and public works projects.
12. Advises and administers construction contract modifications.
13. Coordinates inspection activities with City staff, utilities, other agencies, contractors, developers, and the general public.
14. Serves as liaison for Public Works Inspectors with other staff, divisions, departments, and outside agencies; attends pre-construction meetings for City capital improvement and private land development projects.
15. Oversees and participates in preparing 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.
16. Oversees project closeout of land development projects in coordination with subordinate and administrative staff.
17. Maintains records concerning operations and programs; prepares reports on operations and activities.
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works inspection; incorporates new developments as appropriate into programs.
19. 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.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of construction administration.

**CITY OF CAMARILLO**  
**Supervising Public Works Inspector (Continued)**

Advanced methods and techniques used in the inspection of public works construction projects.  
Principles and practices of civil engineering as applied to the inspection, construction, and maintenance of public works projects.  
Advanced methods and techniques of detecting construction defects and faults.  
Advanced methods and techniques of materials testing.  
Advanced principles, methods, materials, equipment and safety hazards of construction.  
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.  
Principles and practices of surveying and construction staking.  
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.  
Advanced Methods and techniques of engineering principles, construction plans, and specification review for compliance with established construction standards.  
Methods and techniques of public relations.  
Basic principles and practices of budget preparation and administration.  
Principles and procedures of record keeping and filing.  
Proper English, spelling and grammar.  
Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

Coordinate and direct public works inspection programs.  
Supervise, organize, and review the work of assigned staff involved in public works inspection activities.  
Select, train, and evaluate staff.  
Recommend and implement goals, objectives, policies, and procedures for providing public works inspection activities.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
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.  
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 response to inquiries and complaints.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Participate in the preparation and monitoring of assigned budget.

**CITY OF CAMARILLO**  
**Supervising Public Works Inspector (Continued)**

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:**

Five years of increasingly responsible construction inspection experience including one year of administrative and/or lead supervisory 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 an office 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.

April, 2008  
*Johnson & Associates*