



Construction Inspection Supervisor

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for conducting various construction inspections on public works projects; supervises and coordinates inspections of major engineering projects to determine compliance with City, state and federal standards of construction; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related duties as required.

Distinguishing Characteristics:

The Construction Inspection Supervisor assumes responsibility for supervising and overseeing the work of a section or unit within the Public Works Department. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Construction Inspection Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence.

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.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of construction inspection staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing construction inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary.
- Performs inspections of major engineering projects to determine compliance with City, state and federal standards of construction; reviews construction plans, specifications, reports, work logs, permits and files.
- Prepares final inspection check lists and coordinates the final acceptance processes with City staff, developers and others; prepares completion notices, final payments, and bond release letters.
- Confers with the City's engineering staff on design problems in plans and those encountered in the field.
- Meets and confers with representatives of utility companies, developers, and public agencies regarding construction plans and issues.
- Visits construction sites to monitor progress, observe the quality of work, ensure general compliance with City standards and respond to questions and inquiries.
- Maintains current knowledge of new requirements and practices in the field of construction inspection.
- Performs related duties as required.

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.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a municipal construction inspection program.
- Principles and practices of municipal construction and engineering.
- Principles of supervision, training, and performance evaluation.
- Practices, methods, and materials used in building and construction craft areas.
- Appropriate safety rules and methods applicable to construction sites.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing,

- spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Supervise, coordinate, and direct construction inspection programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in conducting various construction inspections on public works projects.
- Recommend and implement goals, objectives, policies, and procedures for providing effective construction inspection services.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Provide technical inspection assistance to staff and develop effective solutions to construction inspection issues and problems.
- Prepare detailed written material using standard office and computer equipment, including reports and analyses of construction enforcement policies, proposed amendments, and changes to programs and policies.
- Participate in the preparation and administration of assigned budget.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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 and Experience Guidelines:	<u>Education/Training:</u>
	Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering construction, public works construction or a related field.
	<u>Experience:</u>
	Six years of journey-level experience as a construction inspector including one year of lead supervisory responsibility.
	<u>Licenses; Certificates; Special Requirements:</u>
	A valid Class C California driver's license.

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.

Physical and Environmental Conditions:	<u>Physical:</u> Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; climb ladders, use power and noise producing tools and equipment; operate office equipment; lift, carry and push tools, equipment and supplies weighing 25 pounds or more. <u>Vision:</u> See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. <u>Hearing:</u> Hear in the normal audio range with or without correction.
	<u>Environment:</u> Standard office setting and field setting; work outside, with exposure to inclement weather conditions, elevated noise levels, and heavy vehicle traffic conditions; frequent interaction with officials and the public; and occasionally deal with dissatisfied or quarrelsome individuals.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: