



Senior Construction Inspector

Purpose of the role:

Under direction, provides lead supervision to assigned staff; leads, oversees, and participates in the more complex and difficult work of staff responsible for conducting construction inspections; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

This is the lead level class in the Construction Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing lead supervision to assigned staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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:

- Leads, plans, trains, and reviews the work of staff responsible for conducting construction inspections on public works projects; participates in performing the most complex work of the unit.
- Trains assigned employees in their areas of work including construction inspection methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
- Inspects road, water, sewer, flood control and construction work performed under contract for the City or in private developments, including earth-moving operations, placement of base materials, paving, utility placement, culvert construction, pouring of concrete, landscaping, and construction of buildings and specialized facilities.
- Reviews plans and specifications of proposed construction; holds pre-construction conferences; notifies affected utilities, public safety agencies, and the public regarding proposed construction.
- Enforces compliance with contract plans and specifications; initiates work order changes; stipulates corrections and repairs necessary before final acceptance is made.
- Computes contractor work in progress for progress payments; provides general oversight to contract inspectors; interprets and coordinates contract provisions with contractor.

- Performs final inspections and ensures completion of necessary corrections; reviews “as built” plans for accuracy; inspects adjacent properties for damages from construction activities; coordinates inspections with other City departments; performs necessary field tests; confers with City Engineering staff on design problems encountered in the field.
- Ensures proper placement and maintenance of signs, barricades and warning devices.
- Coordinates soil compaction tests; checks materials to ensure compliance with job specifications; makes calculations in the field.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
- 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.

Knowledge of:

- Operations, services, and activities of a municipal construction inspection program.
- Principles of lead supervision and training.
- Methods and techniques of construction plan and specification review for compliance with established construction standards.
- Methods and techniques of conducting construction inspections in the field at various work sites.
- Mathematical principles including algebra, geometry and trigonometry.
- Principles and practices of contract administration.
- Technical report writing and preparation of correspondence.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult construction inspections.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, explain, and enforce department policies and procedures.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Inspect routine and moderately difficult construction 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.
- Utilize standard office equipment including computers and related software applications.

- Prepare clear and concise reports.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- 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
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Problem Solver and Decision Maker
- 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:

Education:

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

Experience:

Four years of responsible construction inspection experience related to area of assignment including two years of experience comparable to a Construction Inspector with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

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:

Physical: 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. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting. Employees may occasionally be required to work outside, with exposure to inclement weather conditions, elevated noise levels, and heavy vehicle traffic conditions; frequent

interaction with City staff and other organizations; occasionally required to interact 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: