



Construction Inspector I Construction Inspector II

Purpose of the role:

Under supervision (Construction Inspector I) or general supervision (Construction Inspector II), performs detailed inspection of public works construction projects; interprets plans and specifications to ensure contract compliance; prepares and recommends change orders and cost estimates; and performs related duties as assigned.

Distinguishing Characteristics:

Construction Inspector I – This is the entry level class in the Construction Inspector series. This class is distinguished from the Construction Inspector II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction projects. Since this class is typically used as a training class, employees may have only limited or no directly related construction inspection work experience. Advancement to the II level is based on demonstrated proficiency in performing the full range of construction inspection duties and is at the discretion of higher level supervisory or management staff.

Construction Inspector II - This is the full journey level class in the Construction Inspector series. Employees within this class are distinguished from the Construction Inspector I by performing a variety of and more complex construction inspection duties with only occasional instruction or assistance. Positions at this level are distinguished from the Senior Construction Inspector in that the latter may assume lead supervisory responsibility for construction inspection duties, requires a higher level of responsibility and skill and performs the more complex inspections. Positions at the Construction Inspector II level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results.

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.

- Performs detailed inspections of a variety of public works construction and street maintenance projects, such as sidewalks, structures, driveways, sewer mains and lateral installations, water mains and appurtenances, roadway construction, traffic signals, handicap ramps, capital improvement projects, curbs, gutters, retaining walls, earthwork, street excavation and patchwork, and drainage facilities; ensures construction complies with contract standards and specifications, federal and state laws, local ordinances and proper construction practices.

**Essential Duties
and
Responsibilities:**

- May participate in the inspection of major architectural and engineering projects.
- Interprets construction plans and specifications; prepares and makes recommendations on change orders; confers with City engineering staff on design problems encountered in the field; prepares cost estimates.
- Meets and confers with representatives of utility companies, contractors, engineers and other public agencies regarding construction plans and specifications.
- Performs final inspection of construction projects for field acceptance; performs necessary field tests; prepares list of required corrections prior to field acceptance or final bond exoneration.
- Maintains necessary records of daily operations, including staff hours, equipment hours, and materials on site.
- Answers citizen complaints and requests for information.
- Makes on-site safety and accident investigations and posts locations scheduled for repair.
- 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:

- 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.
- Common engineering construction methods.
- Proper usage of construction materials and equipment.
- Mathematical principles including algebra, geometry and trigonometry.
- 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:

- 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.
- Make quantity calculations and prepare estimates.
- 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:

Construction Inspector I

Education and Experience Guidelines:

Education/Training

Equivalent to the completion of the twelfth grade supplemented by specialized training in civil engineering, public works construction inspection or a related field.

Experience:

Two years of experience in infrastructure or public works construction experience; one year of public works inspection experience is desirable.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license.

Construction Inspector II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in civil engineering, public works construction inspection or a related field.

Experience:

Two years of responsible construction inspection experience comparable to the Construction Inspector I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

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: Sufficient physical ability to work in a construction setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive

**Physical and
Environmental
Conditions:**

hand movement, and fine coordination; climb ladders, use power and noise producing tools and equipment; operate office equipment; and operate a motorized vehicle. **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: Various construction settings; work outside, with exposure to inclement weather conditions, elevated noise levels, heavy equipment, and/or heavy vehicle traffic conditions; regular interaction with City staff and other organizations; irregular work hours; 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.

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