CITY OF OCEANSIDE

MAY 2008
CLASS CODE: CSERV24
UNIT: OCEA

COMPLIANCE INSPECTOR

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.

DEFINITION

Under general supervision, to enforce regulations and perform skilled journey level inspection work in water quality protection programs and/or public works construction projects. Employees at this 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.

CLASS CHARACTERISTICS

Inspector assigned to the Clean Water Program: Inspects industrial, commercial, residential, and municipal facilities to determine compliance with the National Pollutant Discharge Elimination System permit issued by the State Regional Water Quality Control Board; assist in monitoring the implementation of Best Management Practices (BMPs); assists in water quality monitoring programs; investigates complaints of urban runoff violations; ensures proper field implementation of erosion control and storm water pollution prevention measures; assists with community outreach including but not limited to clean-up events and water conservation programs, and performs related duties as assigned.

Inspector assigned to Engineering: Inspects streets, alleys, sidewalks, medians, curbs, gutters, storm drains, sewers, water and lighting systems, catch basins, driveways, approaches, manholes and traffic light conduits projects for conformance to approved designs, specifications and codes, and methods and materials used for construction, including grading inspections, surface improvements, drainage and underground utilities including sewer and water systems; ensures that landscape improvements are properly installed and maintained for assigned properties; examines all conditions existing on street right of ways; reviews and interprets construction plans and specifications, consulting with supervisor on deviations; checks grades; investigates sub-grade conditions for paving purposes; inspects compacting, finishing, grading, rolling, spreading of bituminous material and roadway base, rolling and finishing of ends and joints, applications of tack and seal coats and sand sealing operations; tests pavement thickness; calculates materials; makes straight edge tests and orders proper reduction of high spots; inspects forms and concrete pouring; checks delivery tickets and analyzes mix; inspects a variety of underground structures; inspects backfilling of utility trenches; reviews and interprets environmental impact reports; implements decisions based on reports and plans from soil and environmental engineers; issues stop-work orders and/or correction notices relating to problems in the field; conducts testing of water and sewer mains; ensures that landscape improvements are properly installed and maintained; plans new landscape installations and renovations; prepares landscape maintenance and installation specifications and inspects the work of contracted landscape workers to ensure compliance with all plans, schedules and City maintenance specifications; reviews plant materials, irrigation systems, erosion control, fire abatement, drainage and plant pest control problems; designs landscape and irrigation improvements and prepares cost estimates; and performs related duties as assigned.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Initiates and conducts inspections of industrial, commercial, residential, and/or municipal property and facilities for compliance with construction specifications and standards or clean water quality management practices.

Communicates with property owners and recommends solutions and/or mitigation measures.

Issues notices of violations and compliance schedules as necessary.

Confers with professionals and the general public in the field and office;

Conducts tests on equipment and collects soil or water samples for analysis.

Prepares and maintains records of investigations, reports of findings and recommendations.

Provides information, instructions, technical assistance, and guidance to individuals, businesses, City staff or government agencies.

Examines records, reports, and other documents to analyze information and procedures.

Conducts follow-up abatement procedures including preparation of correspondence, site visits, and communication with property owners to ensure compliance.

Keeps accurate written records of inspections.

Stays abreast of changes in municipal and state codes related to assigned area of responsibility.

May prepare cases for court action and appear in court to testify on cases against violators.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and techniques of inspection, investigation, research, record keeping and report writing.
Applicable City, County, State and Federal laws, codes, ordinances, specifications and standards related to assigned area of responsibility.
Approved street construction, underground construction, and landscape construction methods, materials and safety requirements.
Nomenclature, symbols, methods, practices, techniques and instruments used in engineering and mapping.
Mathematics as applied to inspecting public works projects.
Principles of landscape construction and operation of irrigation systems.
Plant materials including identification, growth habits, nutritional requirements and pest control.
Safety principles and practices related to assigned area of responsibility.
Pertinent Federal, State, and local laws, codes and regulations.
Modern office procedures, methods and equipment including computers and applicable software applications.
Principles of business letter writing and basic report preparation.
Principles of conflict resolution.

Computer equipment and software applications related to area of responsibility.

Ability to:

Read and interpret basic public works construction plans, grade sheets and specifications.
Apply procedures and techniques involved in the inspection, investigation, documentation, and enforcement of codes and regulations related to area of responsibility.
Recognize potential violations of codes, specifications and standards related to area of responsibility.
Understand grades and mixes of asphalt and cement construction materials.
Estimate quantities and make accurate arithmetical calculations.
Maintain and update accurate records and files.
Compile, research, and prepare a variety of periodic and special reports and other correspondence related to assignment and keep related records.
Perform basic mathematical calculations accurately.
Analyze and evaluate situations and take appropriate action.
Work independently and efficiently to carry out assignments.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience:

Two years experience inspecting public works construction, engineering construction projects and/or water quality protection programs and processes.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college-level coursework in construction and design, environmental protection programs, or utilities engineering.

License or Certificate:

Possession of an appropriate, valid Class “C” California Driver’s License.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to noise, dust, smoke, fumes, gases; inclement weather conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for using a computer keyboard, standing or walking for prolonged periods of time; entering and walking through construction sites; kneeling, crouching and balancing on both even and uneven surfaces; lifting and carrying documents, materials and/or equipment weighing up to 20 pounds; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings and conduct site inspections.