REVISED: MARCH 2008 CLASS CODE: CSERV20

UNIT: MECO

PUBLIC WORKS INSPECTION SUPERINTENDENT

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, plans, coordinates, and schedules Engineering Inspection personnel and performs other related work 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.

Plans, directs, and coordinates Engineering Inspection activities for the Engineering Division and coordinates engineering field activities with other City departments and Development Services divisions; works with Engineering Division staff, contractors and consultants on project planning, scheduling, execution, and technical requirements; assists with analyzing repair and maintenance of streets to evaluate recurring problems; supervises and assigns work to assigned staff; establishes priorities for short-range and long-range projects and coordinates implementation; and performs other work related duties as required

QUALIFICATIONS

Knowledge of:

Principles and practices of construction inspection and activities, public administration, and Public Works maintenance, public administration, and building inspection and maintenance.

Modern and complex principles and practices of project management and coordination.

Principles and practices of supervision and training.

Ability to:

Plan, organize, and manage professional and support staff.

Prepare and organize work with a high degree of independence.

Read, interpret and analyze various specifications, drawings and plans.

Ensure project compliance with established policies and procedures.

Respond to requests and inquiries from the general public.

Interpret and explain City policies and procedures.

Prepare clear and concise reports.

Experience and Training Qualifications

Experience:

Three years of progressively responsible experience that demonstrates the ability to successfully perform the duties of an Inspection Superintendent, preferably in a public agency environment, including at least 2 years lead or supervisory experience.

Training:

Completion of the 12th grade supplemented by an Associates Degree or 60 credits of

CITY OF OCEANSIDE

Public Works Inspection Superintendent (Continued)

transferable accredited college-level coursework in engineering, construction management, public administration, business administration, or a field related closely to the essential functions of the Public Works Inspection Supervisor position.

Licenses & Certifications:

A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Outdoor environment in all kinds of weather; work with hazardous fumes, and machinery; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for heavy lifting, climbing, sitting or standing for prolonged periods of time.