

LEAD PUBLIC WORKS 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 lead, oversee and participate in the more complex and difficult work of staff responsible for conducting public works inspections including streets, alleys, sidewalks, handicap ramps, curbs, gutters, storm drains, catch basins, retaining walls and sewer lines; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Public Works 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. Employees perform the most difficult and responsible types of duties assigned to classes within this series including leading and overseeing the work of assigned inspection staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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.*

Leads, plans, trains and reviews the work of staff responsible for conducting public works inspections; trains assigned employees in their areas of work including proper inspection methods, procedures and techniques; investigates problem areas and makes related reports with suggested solutions; performs public works construction inspections; prepares related reports and correspondence; maintains records of inspections; assists in coordinating the workload of the inspection staff as required; verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; reviews time sheets and mileage reimbursement requests; ensures adherence to safe work practices and procedures; responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern principles of inspection techniques and materials used in assigned public works projects.
- Acceptable safety standards and requirement in public works construction.

- City and local laws, codes, ordinances, specifications and standards relating to public works construction.
- Principles of lead supervision and training.
- Approved street construction methods and materials.
- Underground construction methods and safety requirements.
- Nomenclature, symbols, methods, practices, techniques and instruments used in engineering and mapping.
- Mathematics as applied to inspecting public works projects.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

Ability to:

- Read and interpret basic public works construction plans, grade sheets and specifications.
- Apply proper inspection techniques to obtain specified construction defined by City requirements and contract awards.
- Independently perform the full range of public works inspections including those of assigned staff.
- Lead, train and assist in evaluating Public Works Inspectors.
- Maintain effective public relations.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Perform basic mathematical calculations accurately.
- 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 Guidelines

Experience: Three years of experience inspecting public works construction which includes a wide variety of projects such as grading, street construction, water and sewer systems, storm drains.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in public works construction inspection.

License or Certificate: Possession of an appropriate, valid 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 sitting, walking and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings and inspect public works projects.