

LEGEND:

*Additions*

*Deletions*

Approved November, 2008

Proposed May, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**PUBLIC WORKS INSPECTOR**  
(680)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- Graduation from high school or possession of a GED
- Two (2) years of experience in construction and inspection activities

*Possible Substitution:*

- Sixty (60) semester units or ninety (90) quarter units of academic level course work at an accredited college or university in construction techniques and methodologies, building inspection, engineering, architecture or related field may be substituted for up to one year of the experience; or
- A California General Engineering Contractor License (A) may be substituted for one year of the experience.

Desirable Qualifications:

A Special Inspection Certification obtained through the International Code Council (ICC), American Welding Society (AWS), American Concrete Institute (ACI) or other recognized certification organization.

**LICENSES AND/OR CERTIFICATES**

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

**DISTINGUISHING CHARACTERISTICS**

The Public Works Inspector is a technical class in the classified service. An incumbent in this classification performs inspection of work quality and materials used in public works construction projects to ensure compliance with City standards. The incumbent is responsible for contracts administration, maintenance of records, and preparation of reports pertaining to projects inspected.

**TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

Under general direction:

- Inspects work quality and materials used in a variety of public works construction projects to ensure compliance with approved plans, specifications, codes and ordinances
- Administers and inspects the work of private entities within City right-of-way under

## **PUBLIC WORKS INSPECTOR (continued)**

- encroachment permits
- Maintains daily records of work performed
- Prepares cost estimates and approves progress payments to contractors for work completed
- Monitors project safety of construction projects
- Communicates with the general public including adjacent property owners to understand and resolve project impacts
- Responds to inquiries and complaints from the public
- Researches information pertaining to construction projects and prepares reports and correspondence to communicate findings and recommendations to management
- Reviews payroll and labor reports for accuracy and compliance with State and Federal regulations
- Performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities
- Assists in analyses of contractor claims
- Reviews contract documents for constructability
- Performs other related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Methods, materials and equipment used in public works construction
- CAL OSHA Construction Safety Orders and traffic safety procedures in construction areas
- Common materials testing techniques
- Mathematics as applied to engineering construction
- Environmental and safety practices, procedures and standards
- Contract administration practices, such as construction scheduling, processing of contract change orders, and progress payments
- Engineering testing practices

Ability to:

- Use computer and business software including Microsoft Office Suite
- Learn applicable laws, regulations, codes, and departmental policies governing the construction work
- Work effectively with contractors in enforcing contract provisions
- Analyze and interpret complex construction plans, specifications, and blueprints
- Make non-professional engineering inspections including appropriate materials tests
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Communicate effectively, both orally and in writing
- Work in a team based environment and achieve common goals
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Walk or stand for extended periods of time
- Bend, stoop, reach, carry, climb, and lift up to 25 pounds as necessary to perform assigned duties

### **SUPERVISION EXERCISED**

Assists in the training of new personnel or other inspectors, as assigned. May supervise other sub

## **PUBLIC WORKS INSPECTOR (continued)**

professional personnel on large projects.

### **SUPERVISION RECEIVED**

Works under the Principal Engineer, Senior Engineer or others as assigned.

### **OTHER REQUIREMENTS**

- The incumbent may be required to work odd and unusual hours on occasion.
- Must be able to perform all of the essential functions of the job assignment.

### **CONFLICT OF INTEREST**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

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**CITY OF SANTA CLARA, CALIFORNIA**  
**PUBLIC WORKS INSPECTOR**  
(680)

**EDUCATION AND EXPERIENCE**

Minimum Qualifications:

- *Graduation from high school or possession of a GED*
- Two (2) years of *responsible experience in engineering construction and field construction inspection work on public works projects activities.*

*Possible Substitution:*

- ~~Sixty (60) College credit hours~~ *semester units or ninety (90) quarter units of academic level course work at an accredited college or university in construction techniques and methodologies, building inspection, engineering, architecture or related college credits field* may be substituted for up to one year of the ~~experience~~; *or*
- ~~Or~~
- A *California General Engineering Contractor Class A License (A) in general engineering construction* may be substituted for one year of the experience.

*Desirable Qualifications:*

*A Special Inspection Certification as required by the Building Official obtained through the International Code Council (ICC), American Welding Society (AWS), American Concrete Institute (ACI) or other recognized certification organization.*

**LICENSES AND/OR CERTIFICATES**

*Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.*

**DISTINGUISHING CHARACTERISTICS**

*The Public Works Inspector is a technical class in the classified service. An incumbent in this classification The incumbent performs highly responsible work in the inspection of work quality and materials used in public works construction projects for to ensure compliance with City standards.*

*The incumbent is responsible for contracts administration, maintenance of records, and preparation of reports pertaining to projects inspected.*

**LICENSE**

- ~~Possession of a valid California Class C driver's license is required at the time of application~~

## PUBLIC WORKS INSPECTOR -(continued)

and for the duration of employment.

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### CERTIFICATIONS:

~~Special Inspection Certifications as required by the Building Official are desirable.~~

### TYPICAL DUTIES

*Duties may include, but are not limited to, the following:* ~~This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.~~

Under general direction:

- ~~Performs inspections for compliance with plan and specification requirements;~~
- *Inspects work quality and materials used in a variety of public works construction projects to ensure compliance with approved plans, specifications, codes and ordinances*
- *Administers and inspects the work of private entities within City right-of-way under encroachment permits*
- ~~Keeps~~ *Maintains* daily records of work performed;
- ~~Performs quantity calculations and accounting;~~
- *Prepares cost estimates and approves progress payments to contractors for work completed*  
~~Initiates progress and final payments;~~
- ~~Monitors project safety of construction projects within street rights of way and on City property;~~
- ~~Inspects improvements including: bridges, streets, sidewalks, curbs, underground utilities, traffic signals, pump stations, landscaping, parking lots and buildings on City property. Building inspection is exclusive of Building Code inspections made by City Building Department, but may include special inspections as required by the Building Code;~~
- ~~Is the primary contact for interpretation of plans and specifications;~~
- ~~Makes contact with~~ *Communicates with the* general public insofar as projects on projects affect adjacent *including adjacent* property owners ~~and public use of area within project limits;~~ *to understand and resolve project impacts*
- Responds to inquiries and complaints from the public ~~by researching information, inspecting area of concern, advising contractors of problems, and recommending corrective actions;~~
- ~~Researches information pertaining to construction projects, documents, findings, and related subjects, and prepares reports and correspondence to communicate findings and recommendations to management;~~
- ~~Performs material sampling and testing on a limited basis;~~ *to assure material quality*
- ~~Monitors~~ *Reviews manpower payroll and labor* reports for *accuracy and* compliance with State and Federal regulations;
- *Performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities*
- ~~Assists in analyses of contractor claims~~
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- Reviews contract documents for constructability; ~~and~~
- ~~Supervises the administration and inspection of utility permits and permit ordinances, quality control and sidewalk permits~~

## PUBLIC WORKS INSPECTOR -(continued)

~~Performs material sampling and testing to assure material quality~~

- Performs other related duties as assigned.

### KNOWLEDGE, ~~SKILLS,~~ -AND ABILITIES

Knowledge of:

- ~~The m~~Methods, materials and equipment used in public works construction;
- ~~The~~CAL OSHA Construction Safety Orders and traffic safety procedures in construction areas;
- Common materials testing techniques;
- ~~The principles of~~*Mathematics* ~~algebra, geometry and trigonometry and their application~~*as applied* to engineering construction; ~~and~~
- Environmental and safety practices, procedures and standards ~~e.g. confined space and trench safety.~~
- *Contract administration practices, such as construction scheduling, processing of contract change orders, and progress payments*
- *Engineering testing practices*

Ability to:

- *Use computer and business software including Microsoft Office Suite*
- *Learn applicable laws, regulations, codes, and departmental policies governing the construction* ~~projects~~*work*
- Work effectively with contractors in enforcing contract provisions;
- *Analyze and interpret complex construction plans, specifications, and blueprints* ~~Read,~~ *interpret and work from engineering plans and specifications;*
- Make non-professional engineering inspections including appropriate materials tests;
- ~~Make engineering computations;~~
- ~~Maintain records;~~
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including ~~contractors and~~ the general public;
- Communicate effectively, both orally and in writing;
- Work in a team based environment and achieve common goals;
- Effectively handle multiple priorities, organize workload and meet strict deadlines;
- Walk or stand for extended periods of time; ~~and~~
- Bend, stoop, reach, carry, climb, and lift *up to 25 pounds* as necessary to perform assigned duties.

### SUPERVISION EXERCISED

Assists in the training of new personnel or other inspectors, as assigned. ~~May~~ supervise other sub professional personnel on large projects.

### SUPERVISION RECEIVED

Works under the Principal Engineer, *Senior Engineer* or others as assigned.

### ~~SPECIAL CONDITIONS~~ *OTHER REQUIREMENTS*

- The incumbent may be required to work odd and unusual hours on occasion.

## **PUBLIC WORKS INSPECTOR** -(continued)

- *Must be able to perform all of the essential functions of the job assignment.*

### CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.