

**CITY OF SALINAS**

**CONSTRUCTION INSPECTOR SUPERVISOR**

**BARGAINING UNIT/CLASS CODE:**

**AMPS / G02**

**DEFINITION**

To plan, organize, assign, and review the activities of the City's Public Works Capital Improvement Projects division and to enforce conformance with City's codes and ordinances.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced supervisory class in the Construction Inspector series. The incumbent of this class performs the most complex contractual inspections and plan check work requiring the use of considerable independent judgment and initiative. The Construction Inspector Supervisor is expected to assume responsibility for inspections scheduling, coordinating inspection activities and providing training to lower level Inspectors.

**SUPERVISION RECEIVED AND EXERCISED**

Receive direction from the Senior Civil Engineer for the Capital Improvement Project/Division. Exercise direct technical and functional supervision over lower level Inspectors.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Develop and implement the goals, objectives, policies and priorities of the Capital Improvement Project (C.I.P.) Division construction. Plan, assign, direct and review work in the C.I.P division construction section including laboratory, contracts and surveys. Supervise, train and evaluate construction inspectors; recommend selection, promotion and discipline of division employees. Schedule daily inspections assigning work to inspectors depending on qualifications, experience and expertise. Assume responsibility after contract award for inspecting projects, including the construction of streets, storm drains, and sanitary sewers, and other projects for conformance to plans, specifications, and codes. Resolve problems with contractors and other involved agencies. Make recommendations regarding alterations in design to meet unusual conditions; prepare reports including detailed cost analysis. Prepare and present relevant reports and issues to the Senior Civil Engineer for the C.I.P division. Review and make recommendations regarding the approval of drawings, calculations and progress payments. Order tests of constructions materials and soils. Direct survey work as necessary. Coordinate the work of contractors with City work forces. Meet with design consultants, utilities representative, and others to resolve design or construction problems; negotiate acceptable solution. Respond and take appropriate action to public inquiries and concerns. Prepare section budget; determine needs and costs of Capital Outlay and miscellaneous equipment. Prepare as built plans. Prepare project progress reports. Make recommendations regarding the issuance of change orders; determine estimates and fiscal impacts. Generate correspondence and memoranda as necessary. Prepare employee performance reports for recommendation and personnel actions. Facilitate pre-construction conferences. Act as Radiation Safety Officer. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, climb ladders, and to walk on uneven surfaces; physical strength to lift a ladder up to 50 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS  
CONSTRUCTION INSPECTOR (continued)**

**WORKING CONDITIONS**

A combination of outdoor work inspecting construction sites, and a business office-working environment. In the office, subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. On the construction job site, work in all types of weather environments, carry and climb ladders, crawl beneath projects, and walk to perform inspections.

**QUALIFICATIONS**

**Knowledge of:**

Principles of organization, administration, budgeting and personnel management in municipal government. Principles and practices of public works construction inspection. Principles and practices of civil and structural engineering practices as applied to public works construction inspection. Construction materials and equipment. Principles and techniques of surveying.

**Ability to:**

Plan, organize, direct and review the activities of the C.I.P Division, construction section. Communicate clearly and concisely, orally and in writing. Supervise, train and evaluate subordinate employees. Establish and maintain effective working relationships with the public, contractors and City staff. Exercise good judgment with tact and diplomacy. Analyze construction plans, maps and specifications. Analyze and test a variety of soil conditions and construction materials. Organize and direct personnel in the inspecting and testing required by the City's public works Capital Improvement projects. Prepare technical engineering reports; prepare financial reports and progress payments as they pertain to individual projects. Organize and direct "Force Account" construction in an efficient manner. Prepare concise, comprehensive, and accurate written reports and correspondence. Promote the mission, values and organization of an effective public organization, particularly in the area of customer service. Effectively organize task, plan time and meet deadlines.

**License or Certificate:**

Possession of a valid California Driver's License. Certification as a Radiation Safety Officer.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the knowledge, skills, abilities required to perform the duties would be any combination equivalent to college level math and engineering course work related to construction, and five years of construction inspection work experience including two years experience in the supervision and management of public works construction projects.

Reviewed \_\_\_\_\_ Approved \_\_\_\_\_  
Department Director Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 1-97, REV: 10-06**