



# CITY OF SALINAS

Employment Opportunity

## CONSTRUCTION INSPECTOR

RECRUITMENT #19639511

**FINAL FILING DATE: Open Until Filled**

**SALARY: \$4,887 - \$5,131 - \$5,388 - \$5,658 - \$5,941 - \$6,238 (longevity) Monthly\***

**\*Two and a half percent (2.5%) increase effective the last pay period in April 2019**

**APPLY ONLINE AT: <https://www.calopps.org/salinas/job-19639511>**

**SPECIAL INSTRUCTIONS:** All interested applicants must provide a copy of diploma/GED or transcripts at the time of application or submit to the Human Resources Department. Applications are incomplete without the required document.

**DEFINITION:** To inspect public works construction projects in the public right-of-way or new and redevelopment projects for work quality, proper materials used, conformance with project plans, specifications, and City municipal code and to ensure compliance with local, State, and Federal regulations. This position may be assigned to either the Development Engineering division in the Public Works Department or the Engineering Services division also in the Public Works Department.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from the Construction Inspection Supervisor or Department Director designee. No supervision is exercised over others.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION:** Duties may include, but are not limited to, the following: Review plans and specifications of assigned projects; attend pre-construction conferences. Receive change orders for review by the City Engineer or designee. Prepare change orders for review by Construction Inspection Supervisor. Inspect materials for identification and conformance to specifications. Take samples of materials for laboratory analysis. Perform routine to complex field inspections of public improvements such as grading (rough and final), construction and installation of public utilities (sanitary sewer facilities, storm drain facilities and fire protection facilities), street lighting systems, traffic signals systems, curbs, gutters and sidewalks, signage, striping and survey monumentation. Inspect all work, during and after completion; check for line and grade, number and size, elevation and location of various items detailed in the approved plans. Monitor staffing level reports and payroll for compliance with contracts and regulations. Inspect various structures such as utilities, streets, sidewalks, gutters, bioswales, planters and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations. Record amount of materials used, and work performed; prepare necessary reports for progress payments. Indicate location of various appurtenances on plans. Inspect adjacent properties for damage from construction activity. Confer with property owners regarding project schedule, hazards and inconvenience. Coordinate work with other City departments and utilities. Help locate other utility structures ahead of work sites. Prepare activity records and reports. Record in-field design additions, alterations, changes and revisions and confer with senior staff. Inspect construction and post construction Best Management Practices (BMPs) for compliance with project requirements and City's NPDES permit. Document inspections and review project documentation for accuracy and adequacy with site conditions. Promote and maintain safety in the work place. Perform related duties as assigned.

**QUALIFICATIONS: Knowledge of:** Principles, methods, materials, equipment and safety hazards of construction and surveying. Defects and faults in construction. Advanced mathematics including, algebra, geometry, and trigonometry as applied in construction inspection work. Basic soil mechanics and geology. Erosion and sediment control principles. Principles of engineering as applied to construction inspections. Materials sampling, testing, and estimating procedures. Engineering mechanics of structures. Construction and post construction Best Management Practices (BMPs) to protect stormwater quality.

**Ability to:** Learn applicable laws, regulations, codes and departmental policies governing the construction of assigned projects. Understand and interpret engineering plans and specifications and prepare accurate engineering records. Deal firmly and tactfully with contractors, engineers and property owners. Communicate clearly and concisely, orally and in writing. Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied. Analyze construction plans, specifications, and maps. Prepare technical reports. Effectively organize and manage workload. **Skills to:** Sample and test soils, concrete, water, and related materials samples.

**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 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, and make valid judgments and decisions.

**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. Outdoors (on the construction job site) work in all types of weather environments, carry and climb ladders, crawl, and walk to perform inspections.

**License or Certificate:** Possession of valid California Class C Driver's License. Ability to obtain required CASQA Qualified SWPPP Practitioner (QSP) certification within six months of hire and CASQA Qualified SWPPP Developer (QSD) certification within one year of hire. Certified Professional in Erosion and Sediment Control (CPESC) certification highly desirable.

**Education and Experience:** An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade and three years of professional construction-related work experience or an Associate's degree in Science, Planning or Construction Management with one year of professional construction-related work experience.

**SELECTION PROCESS:** Applicants' qualifications will be evaluated based on the information provided on the employment application. The exam process may consist of an application appraisal, oral interview, performance exam and/or written exam. The City reserves the right to use alternate testing procedures if deemed necessary. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION.** Finalist interview/assessment will be held with the City of Salinas.

#### ***EQUAL OPPORTUNITY EMPLOYER***

The City of Salinas does not discriminate based on race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for qualified individuals with a disability. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Director in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied. **EEO Utilization Report is available for candidate review upon request.**

**SALARY STEPS:** Appointments are normally made at the first step. Consideration is given for increase to the second step after successful completion of a six-month probationary period. (Employees appointed at a higher step will be eligible for consideration for the next step after one year, providing they successfully complete a six-month probationary period.) 2/6/19 pp

#### **SALINAS MUNICIPAL EMPLOYEES ASSOCIATION BENEFITS**

**ANNUAL LEAVE:** Accrued at a rate of 22 days through 5 years; 27 days through 10 years; with additional longevity increases.

**HOLIDAYS:** Twelve days per year plus two floating holidays.

**HEALTH INSURANCE:** The City currently pays 100% for CalPERS *Choice* Health plan, Delta Dental and VSP for employee and eligible dependents. Other PERS Health coverage may be available depending upon residence. The City will only provide the premium amount equal to the CalPERS *Choice*. *Effective December 2019, employee contribution to health plan will be as follows: \$75 per month for family coverage, \$50 per month for employee plus one and \$25 per month for employee only.*

**RETIREMENT:** CalPERS retirement plan. 2% at 62 for new members and 2% at 55 for classic members. Employee pays contribution in addition to Social Security/Medicare contributions.

**CERTIFICATION PAY:** Employees in the classification of Construction Inspector shall be provided two and one-half percent (2½%) premium pay for each additional job-related certification, not required for the position, contingent upon Department Director approval, up to a maximum of seven and one-half percent (7½%). QSP/QSD certifications required for this position will qualify for Certification Pay, Side Letter is pending. 2/6/19 pp.

**TUITION ASSISTANCE:** Up to \$1,000 reimbursement for tuition/books for employee only. Upon approval of Department Director and Human Resources Director.

**FLEXIBLE COMPENSATION BENEFIT:** A pro-rated, Flexible Benefit equal to 5% of the employee's annual base salary may be used toward employee leave time or cash.

**VOLUNTARY PHYSICAL FITNESS/WELLNESS PROGRAM:** City provides 50% reimbursement to employees for actual costs of participation in health club memberships for employee only, not to exceed \$500 per calendar year, per employee or a voluntary annual fitness incentive of \$500/\$750/\$1000 for qualifying employees.

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**THE ABOVE-LISTED BENEFITS ARE SUBJECT TO CHANGE AND DO NOT CONSTITUTE A CONTRACT. PLEASE VISIT THE CITY WEBSITE FOR A FULL DESCRIPTION OF BENEFITS.**