

CITY OF SALINAS

CONSTRUCTION INSPECTOR

**BARGAINING UNIT/CLASS CODE:
SMEA/G05**

DEFINITION

To inspect work quality and materials used in a variety of public works construction projects and subdivisions; to insure conformance with plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

DISTINGUISHING CHARACTERISTICS

This is a combination entry/journey level class. Positions in this class initially perform routine inspection tasks and eventually perform the full range of duties. After the training phase is complete, Construction Inspectors work under general supervision and are expected to perform the entire range of field inspection work requiring a complete knowledge of construction inspection principles and practices. This class is distinguished from the Senior Construction Inspector by the lesser size and complexity of projects assigned. Also, the Senior level is assigned specialized functional responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Construction Inspection Supervisor. 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 project; attend pre-construction conferences. Accept change orders for review by City Engineer's staff. Prepare change orders for review by Construction Inspection Supervisor. Inspect materials for identification and conformance to specifications. Take samples of materials for examination or analysis by laboratories. 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, fire protection facilities, street lighting systems, traffic signals systems, curbs, gutters and sidewalks, and survey monumentation. Observe all work, during, and after completion; checking 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, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations. Records amounts 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. Recommend in-field design additions, alterations, changes and revisions as may be appropriate. 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 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. Outdoors (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, 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. Principles of engineering as applied to construction inspections. Materials sampling, testing, and estimating procedures. Engineering mechanics of structures.

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.

Skills to:

Test soils, concrete, and related material samples.

License or Certificate:

Possession of valid California Class C Driver's License is required. Possession of valid state certificates of proficiency in the sampling and testing of construction materials may be required.

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 college level math and construction courses; and two years of paraprofessional level construction related work experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 10/06, REV: 11-06