

CITY OF SALINAS

CONSTRUCTION INSPECTOR SUPERVISOR

BARGAINING UNIT/CLASS CODE:

AMPS / 15.5026

DEFINITION

To plan, organize, assign, and review the construction activities of the City's Public Works Engineering Services and Development Engineering divisions, 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

Receives general direction from the division Senior Civil Engineer. Exercises 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 construction activities in the Engineering Services and Development Engineering divisions. Plan, assign, direct and review the work of assigned staff including laboratory analyses, contracts and surveys. Supervise, train and evaluate construction inspectors; recommend selection, promotion and discipline of assigned staff. Evaluate operations and activities of assigned responsibilities and recommend improvements and modifications. 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; and oversee the preparation of reports for review, consideration and adoption by the City Council. Prepare and present relevant reports and issues to the Senior Civil Engineer for assigned divisions. 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. Meet with design consultants, utilities representatives, and others to resolve design or construction problems; negotiate acceptable solution. Respond and take appropriate action to public inquiries and concerns. Prepare and oversee 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 and determine estimates and fiscal impacts. Generate correspondence and memoranda as necessary. Prepare employee performance reports for recommendation and personnel actions. Facilitate pre-construction conferences. 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 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 SUPERVISOR (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, inspect storm and sanitary sewer pipes and manholes, 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. Knowledge of Federal Highway Administration and Caltrans inspection and construction QA/QC requirements is highly desirable.

Ability to:



Plan, organize, direct and review the construction activities of the assigned division. 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 independent 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. Effectively use basic office equipment. 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 tasks, prioritize, and meet deadlines.

License or Certificate:

Possession of a valid California Driver's License. Certification as a Qualified SWPPP Developer (QSD) and/or Qualified SWPPP Practitioner (QSP) is highly desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required to perform the duties would be any combination equivalent to an Associate's degree in civil engineering, construction technology or a related field and five years of increasingly responsible experience in supervision and construction inspection work.

Reviewed  _____ Approved  _____
Department Director Human Resources Officer
Approval Date 8/23/17

ORIG: 1-97, REV: 10-06
REV: 6-17