

CITY OF SALINAS

SENIOR CONSTRUCTION INSPECTOR

BARGAINING UNIT/CLASS CODE:

SMEA / G01

DEFINITION

To perform advanced office and field supervisory work in the construction inspection of public improvements including streets, gutters, water and sewer lines, roads and drainage structures required for subdivision and commercial development to insure compliance with applicable laws, ordinances, standards, plans and specifications.

DISTINGUISHING CHARACTERISTICS

This is a journey level in the Construction Inspector series. This class is distinguished from the Construction Inspector class by the size and complexity of projects assigned and by responsibility for specialized functions. Positions in this class require the frequent use of a high degree of independent judgment in making decisions in accordance with established rules and procedures. Incumbents provide lead field supervision and training to assigned personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Construction Inspector Supervisor. Assignments require technical supervision of Construction Inspector positions and direct supervision of assigned lower level technical personnel.

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

Perform inspections services on the largest and most complex projects. Perform inspection services on federal aid projects; complete reporting requirements for these projects. Assume responsibilities in assigned functional specialties such as Radiation Safety Officer duties and Labor Compliance Officer. Provide lead and technical supervision to subordinates as assigned. Review plans and specifications of assigned projects; facilitate pre-construction conferences. Prepare, coordinate and submit project change orders for departmental and City Council approval. Inspect materials for identification and conformance to specifications. Take samples of materials for examination or analysis by laboratories. Perform routine to complex field tests. Observe and analyze work during progress and upon completion. 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. Record 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 utility company representatives. Help locate other utility structures prior to work site establishment. Prepare activity records and reports. Recommend design alterations as required. 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
SENIOR 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:

City policies and procedures relating to construction inspection; applicable laws, regulations, and codes governing the construction of assigned projects. Principles, methods, materials, equipment and safety hazards of construction and surveying, including complex structural construction. Defects and faults in construction, including structural construction. Advanced mathematics including algebra, geometry, and trigonometry as applied in construction inspection work. Soil mechanics and geology. Principles of engineering as applied to construction inspection. Principles of employee training and supervision. Materials sampling, testing, and estimating procedures. Engineering mechanics of structures.

Ability to:

Inspect large and complex construction projects, including structural construction. Understand and interpret engineering plans and specifications, and prepare accurate engineering records. Provide lead and technical supervision to others. 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. Serve as Radiation Safety Officer and Labor Compliance Officer. Comply with federal reporting requirements on federal aid projects; qualify for State certification for this work. Analyze construction plans, specifications, and maps. Prepare technical reports. Organize and direct "Force Account" construction in an effective manner. Test soils, concrete and related material samples.

Skills to:

Measure precisely the elevation and location of concrete forms and conduits from surveyor's construction stakes. Supervise the work of assigned technicians and support personnel. Test soils, concrete, and related material samples.

License or Certificate:

Possession of valid California Class C Drivers License is required. Possession of an Engineer-In-Training Certificate from the State of California is 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 college level math and engineering course work related to structural construction; and three years of construction materials testing or civil engineering type work experience. Experience in employee training and supervision is desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____