



## **SPECIAL PROJECT CONSTRUCTION INSPECTOR** **(HOURLY)**

### **DEFINITION**

Under general supervision of higher level staff, performs technical work in the management, inspection, and quality assurance of engineering and construction projects involving capital improvement and other special construction projects; ensures compliance with City standards, codes, designs and specifications, and other contractual and legal requirements; maintains records and prepares reports for special construction projects; and performs other related duties as assigned.

### **EXAMPLES OF DUTIES - duties may include, but are not limited to the following:**

- Inspects work quality and materials used in a variety of engineering and construction projects during various stages of construction or reconstruction, including streets, water and collection systems, subdivision and commercial street improvements, landscape maintenance, encroachment activities and grading.
- Inspects underground utility construction, including sewer and storm drainage, trenching, shoring, dewatering, bedding for pipe, manhole construction, trench backfill and testing; oversees decision making for connecting, testing, tapping, disinfecting and installing water mains.
- Inspects street surface improvements, including survey staking, subgrade preparation, soil stabilization, spreading and rolling of asphalt and resurfacing of curbs and gutters.
- Performs field surveys to prepare plans, maps, and project descriptions; participates in the work of engineering survey parties; establishes survey control, performs construction staking, determines quantities using total station, data collector, and level.
- Coordinates and oversees materials testing procedures and reporting in conformance to technical specifications, including monitoring the sampling of materials for examination or analysis by laboratories; and reviewing tests of construction material, including asphalt, sand, gravel, concrete and aggregate base.
- Observes construction work during progress and upon completion; reviews plans and specifications to gain familiarity with construction projects; advises contractors of changes in plans and variances; confers with and represents the City's needs and requirements to developers, contractors, engineers, inspectors, and owners; ensures safety procedures are followed.
- Conducts final inspections; reviews as built drawings; compiles final inspection correction list and inspects corrections.

- Performs cost control measures; recognizes potential cost increases and provides alternative recommendations and solutions.
- Attends and participates in preconstruction meetings with department staff, engineers, contractors, developers and other organizations; coordinates and conducts preconstruction and progress meetings with contractors, City departments and other agencies; responds to questions from contractors on bid specifications; assists staff with surveying, drafting, specifications and bidding documents; reviews plans prior to final approval.
- Performs reporting, record keeping and submission of documentation for labor compliance requirements of projects; prepares detailed documentation of construction progress and inspection; prepares various reports on daily operations and activities.
- Develops and maintains hard copy and electronic master files for drawings, project documents, surveys and studies.
- Responds to inquiries and complaints regarding engineering and special project construction.
- May train and instruct assigned staff in all phases of site inspection work.
- Performs all other related duties as assigned.

## **REQUIREMENTS**

Knowledge of: Applicable laws, regulations, codes, ordinances, and policies related to public works and utilities construction; public works construction management, inspection, methods and materials used in the construction of a variety of public works projects, including public streets, curbs and gutters, sanitary sewers, storm drains, and water lines; procedures, instruments and equipment used in surveying; basic soils engineering principles; practices, instruments and techniques of civil engineering construction requirements and standard practices; materials testing procedures; mathematical applications as applied to construction inspection, surveying and engineering work; recordkeeping techniques and procedures; modern office methods, practices, procedures, and equipment including computer hardware and software necessary for work functions, including word processing, spreadsheet, and database applications; English usage, grammar, spelling, vocabulary, and punctuation; principles of record keeping; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Read, understand, interpret and apply a wide variety of technical information related to construction, surveying, and civil engineering work, including engineering plans, notes, reports, maps, specifications and descriptions; perform skilled inspections of a variety of public works projects for quality control and compliance with plans, specifications, codes and regulations; coordinate and oversee testing of construction materials for quality control; perform mathematical calculations related to surveying and engineering work; including trigonometric functions and engineering formulas; conduct site surveys and establish survey controls,

including staking and the use of surveying instruments; prepare and maintain inspection and project records; prepare and present written and verbal reports; operate standard office equipment, including personal computers and computer software programs; establish and maintain effective and cooperative working relationships with co-workers and the general public.

**OTHER REQUIREMENTS:**

- Must possess a valid California Driver's License.
- Must be willing to work extended hours, weekends and/or holidays as required.

**PHYSICAL REQUIREMENTS:**

Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job including sitting for periods of time, operating standard office equipment including a computer; hearing and speech to communicate in person and over the telephone; inspecting construction sites including traversing rough/uneven terrain; climbing ladders and stairs; walking up to 5 miles per day; operating a motor vehicle; lifting, pushing, pulling and carrying up to 25 lbs.; working outside in varying weather conditions, exposure to dust and pollen.

**DESIREABLE EXPERIENCE AND TRAINING:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

College level coursework in civil engineering, construction technology, drafting, engineering mathematics, or a related field. At least four (4) years public works and utilities construction project management and inspection experience above the journey-level. Prior experience working in the public sector, and with Caltrans/State and Federal projects is desirable.