



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.