



PUBLIC WORKS INSPECTOR

DEFINITION

Under general supervision, conducts a variety of duties involved in inspecting municipal construction, utilities, and improvements projects; prepares permit documentation and ensures compliance with City, State, and Federal guidelines.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing construction and related codes information and explaining procedures.

Inspects all phases of public works contracts and construction projects including streets, curbs, sewers, gutters, storm drains, alley pavement and grading, water and wastewater distribution, and taking samples if needed; ensure that contractors meet designated construction schedules and commitments.

Assists in the development of plans and specifications for construction and maintenance projects in accordance with the Monrovia Municipal Codes.

Enforce compliance with contract plans and specifications, computes contractor work in progress and initiates work order changes.

Notifies affected utilities, public safety agencies, and the public regarding proposed construction.

Perform field surveys; investigate public complaints and inquiries; confer with property owners regarding project schedule, hazards and inconvenience.

Review as built plans for accuracy and compliance.

Review construction plans/blueprints, conduct final inspections of projects within city property or right of way and finalize encroachment and construction permits.

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Determine required corrections/improvements during construction; prepare inspection reports, issue stop work notices and corrective action reports.

Conduct pre-bid and pre-construction conferences; prepare contract documents, and prepare cost and budget for projects.

Inspect adjacent properties for damage from construction activity.

Investigates injury and damage claims against the City resulting from construction within public rights-of-way.

Coordinate with City departments, developers, contractors and utility agencies.

Conduct final inspection of projects.

Maintain log of inspection records.

Prepares and maintains various reports, records, correspondence, and files.

Confers with property owners, contractors, engineers, and other City departments.

Inspect utility companies performing work in the public right of way; approve barricading plans; and coordinate work with utilities and other City departments.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles, standard specifications, methods, materials, equipment and safety hazards of public works construction.

Construction, plumbing, electrical, water and sewer trades.

Engineering plans and specifications.

Principles of surveying; Defects and faults in construction.

Local, State and Federal laws and codes related to building and public rights of way construction.

Standard safety practices required in building construction and inspection.



Tools and equipment used in construction.

Basic water distribution systems and treatment operation.

Safe diving principles and practices.

Budgeting and cost analysis.

Work zone safety traffic control plans and field inspections.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply building codes to plans, drawings, specifications, layouts, blueprints and schematics.

Operate construction field testing equipment.

Respond to questions and complaints from the public and staff.

Plan and organize work to meet schedules and timelines.

Prepare and maintain accurate and complete records.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

High school graduation and three (3) years experience in construction and/or construction inspection of public, residential, and commercial construction.

LICENSE OR CERTIFICATE

Must possess a valid California Class C California Driver's License and a satisfactory driving record.



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ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time; ability to kneel, stoop, crawl and climb.

Ability to lift up to 90 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet.

FLSA STATUS

This is a Non-Exempt classification.

