

## **CONSTRUCTION INSPECTION SUPERVISOR**

### **Job Summary:**

Under general direction of the Principal Civil Engineer, supervises the work of construction inspectors; performs inspection duties associated with complex permitted and City contracted construction projects.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and controls specified activities involved with the inspection of permitted or City contracted construction projects.
2. Schedules and assigns inspectors and establishes work priorities.
3. Coordinates inspections and related activities with contractors, consultants, other agencies and various City staff.
4. Drives to different sites to perform inspections on complex projects and reviews the inspection work of city inspectors and contractors.
5. Reviews engineering plans for compliance with codes, regulations and standards.
6. Prepares various status, analytical and technical reports and correspondence including reports on progress payments to contractors.
7. Supervises, trains and evaluates personnel.
8. Observes and enforces safety regulations including trenching requirements.
9. Ensures the maintenance of accurate and up-to-date inspection records.
10. Attends pre-job meetings and post-job inspection of construction projects.
11. Provides technical assistance and support to other City staff.
12. Reviews sub-grade conditions and determines soil values for inspection pass purposes.
13. Enters inspection information into computer; compiles reports.
14. Assists in budget preparation and monitors expenditures.
15. Responds to public inquiries and complaints.
16. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Graduation from high school or GED and five (5) years of full-time, paid responsible experience in public works construction inspection. Related vocational or college course work is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Methods and practices of public works inspection and materials testing.
- Construction methods, materials and equipment used in public works projects.
- Principles of algebra, geometry and trigonometry.

- Surveying procedures, instruments and equipment.
- Project management methods and practices, including scheduling, preparing reports and recommendations.
- Principles of supervision, training and evaluation.
- City codes and ordinances, and administrative rules and regulations affecting inspection operations.
- General recordkeeping practices.
- Appropriate safety practices and procedures.

**Skill and/or Ability to:**

- Supervise subordinates including training, assigning, monitoring and evaluating work, counseling and disciplining staff.
- Schedule work tasks and projects.
- Determine quality of materials and work through inspection.
- Determine compliance with plans and specifications.
- Maintain accurate notes and sketches.
- Make fair and impartial decisions.
- Perform complex computations and measurements involving formulas and using advanced applications of algebra, trigonometry and geometry; interpret graphs.
- Compile, analyze and apply data.
- Operate office and other equipment including a computer, radios, camera, measuring devices and surveying equipment.
- Understand and carry out oral and written directions.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Read and understand technical reports, maps, drawings, specifications, plans, codes, etc.
- Maintain accurate records and prepare clear and concise reports.

**License:**

Possession of a valid California Class C drivers license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility to walk, stand, climb ladders, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances, including uneven terrain.

- Perform lifting, pushing and/or pulling of objects which do not exceed 50 pounds and is an infrequent aspect of the job.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work with harsh and/or hazardous materials.
- May be required to wear protective apparel including, but not limited to, goggles, face protectors, aprons and shoes.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to respond to emergency situations.
- May be required to drive City and/or personal vehicle in the course of employment.