



JOB DESCRIPTION

Public Works Inspector

Date Prepared: August, 2014

SUMMARY: Under general supervision, performs inspections on the methods and materials used in the construction of the City's streets, sidewalks, gutters, storm drains, catch basins, driveways, approaches, culverts, and sewers; reviews the work of contractors to ensure compliance, worker safety, and work quality.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Inspect compaction, finishing, grading, rolling, and the spreading of pavement material and concrete finishing.
- Inspect the application of seal coats.
- Inspect the back filling of utility trenches.
- Review blue prints, specifications, and traffic control plans for projects.
- Conduct pre-construction meetings with contractors and various other entities.
- Oversee worker safety and work quality.
- Maintain records of worker's time, classification, pay rate, equipment, and materials used.
- Ensure contractors communicate with local businesses or schools regarding disruptions.
- Prepare and maintain records of investigations and work activity reports.
- Prepare complex reports and files related to projects.
- May perform plan checks, as required.
- Appear and participate in court proceedings concerning code and ordinance enforcement.
- Perform special enforcement assignments.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; AND three years of public works inspection experience; OR an equivalent combination of education, training, and experience. Six years of construction experience in one of the following areas such as streets, drainage, sewer, and water may be substituted for public works inspection experience for up to three years.

Knowledge of:

- City policies and procedures.
- Methods, materials, equipment, and safety hazards of public works construction.
- Potential construction defects, flaws, and corrective measures.
- Construction scheduling, practices, and methods.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state and federal codes, laws, and regulations.
- Reading and interpreting blue prints.
- Using hand tools.
- Basic mathematics, including algebra, and geometry.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, vendors, suppliers, businesses, schools, external public agencies and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- California Water Distribution 2 certification or ability to obtaining within one year.
- California Stormwater Quality Association (CASQA)/Qualified SWPPP Practitioner (QSP) certification or obtain within one year.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in both an indoor and outdoor environment. May be required to traverse uneven terrain, work in trenches, climb ladders and walk on steep slope roofs. May be exposed to heavy machinery and extreme weather conditions. Incumbent must have the mobility to visit City job sites on a regular basis. Visits to job sites include exposure to dust, extreme hot and cold temperatures, noise and inclement weather in a construction zone environment with occasional exposure to hazardous work conditions. Physical demands consist of frequent standing, climbing, walking, lifting, bending, or stooping. May be required to lift and carry items weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate both verbally and in written form with great facility and be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, attend evening meetings after working a full day, if necessary.

Department Head

Date

Personnel Officer

Date