

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Technicians
FLSA: Exempt
UNIT: Protech/PIng.
& Code Enforcement
PHYSICAL: 2

PUBLIC WORKS INSPECTOR

DEFINITION

To inspect work quality and materials used in a variety of public works construction projects and subdivisions to insure conformance with approved plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Public Works Inspector series. Positions in this class perform the full range of duties and tasks as assigned, with only occasional instruction or assistance as new or unusual situations arise. The Public Works Inspector is distinguished from the Senior Public Works Inspector in that responsibility is not assumed on a regular basis for supervision, scheduling and coordinating the activities of the inspection unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Public Works Inspector.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Inspect work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specifications, codes and ordinances.

Review plans and specifications of assigned projects; attend pre-construction conferences as assigned.

Inspect materials for identification and conformance to specifications.

Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

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Public Works Inspector (Continued)

EXAMPLES OF DUTIES

Take samples of materials for examination for analysis by laboratories.

Perform routine field tests.

Observe work during progress and upon completion.

Record amounts of materials used and work performed; prepare necessary reports for progress payments.

Indicate location of various appurtenances on plans.

Prepare activity records and reports.

Coordinate design alterations between City staff and the developer.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, equipment and safety hazards of construction.

Defects and faults in construction.

Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Principles of engineering as applied to construction inspection.

Engineering mechanics of structures.

Ability to:

Learn applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Understand and interpret engineering plans and specifications and prepare accurate engineering records.

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Ability to:

Deal firmly and tactfully with contractors, engineers and property owners.

Communicate effectively, orally and in writing.

Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.

Analyze construction plans, specifications, and maps.

Prepare technical reports.

EXPERIENCE AND EDUCATION

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

Experience:

Two years of increasingly responsible public works inspection experience or a closely related field.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

City Manager