

CITY OF MILPITAS  
EFFECTIVE: June 1985  
Revised: Aug 2007  
EEOC: Technical  
FLSA: Non-Exempt  
UNIT: ProTech  
PHYSICAL: 2

## **SENIOR PUBLIC WORKS INSPECTOR**

### **DEFINITION**

Supervises, schedules, coordinates and participates in the activities of the public works inspection unit. Performs routine and complex construction inspections of public works improvements including streets, sidewalks, gutters, water, sewer and storm drainage, parks, street landscaping, facility structures, and encroachment permit work, to assure compliance with applicable laws, ordinances, standards, plans, and specifications.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Public Works Inspector series. The Senior Public Works Inspector is distinguished from the Public Works Inspector by the responsibility assumed for supervising, coordinating the inspection section, and performing the more complex public works inspections. Positions in this class require the frequent use of independent judgment in making sound decisions in accordance with established rules and procedures. Guidance, training and assistance is likewise provided to less experienced staff within the unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Principal Civil Engineer.

Exercises direct supervision over assigned Public Works Inspectors. May exercise indirect supervision of technical and clerical staff, as assigned.

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

Supervise, schedule, coordinate, and participate in the activities of the Public Works Inspection unit.

Resolve disputes and conflicts between contractors, inspectors, engineers, and the general public.

Review, approve, or reject vacation and time off requests of inspectors to ensure proper coverage of projects.

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**EXAMPLES OF DUTIES (Cont'd)**

Inspect projects under construction for conformance to approved plans and specifications and report discrepancies with differing field conditions or conflicts with the plans and specifications.

Review and recommend approval of construction methods and materials for streets, underground facilities, lighting, parks, street landscaping, and special structures.

During the construction phase, ensures that all changes to the plans and specifications are reviewed and approved by the designer, prior to construction by the Contractor.

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 plans, specifications, and regulations.

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

Inspect materials for identification and conformance to specifications.

Take samples of materials for examination or analysis by laboratories.

Perform routine field tests.

Observe work during progress and upon completion.

Record amounts of materials used and work performed; approve billings and progress payments to testing laboratories and contractors; prepare necessary reports for progress payments.

Indicate location of various appurtenances on plans.

Communicate with property owners regarding project schedule, hazards, and inconvenience.

Coordinate work with other City departments and utilities.

Prepare activity records and reports.

Recommend design alterations as required.

Provide ongoing supervision, training, and evaluation of assigned staff.

Inspects and enforces safety procedures, approved traffic controls plans and requirements.

**EXAMPLES OF DUTIES (Cont'd)**

Ensures the uniform application of policies and procedures, by the inspection section, as established by the Principal Engineer; including construction administration procedures such as processing of RFI's (request for information,) contract change orders, contractor submittals, construction inspection daily reports, etc.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- City policies and procedures relating to construction inspection.
- Applicable laws, regulations, and codes.
- Defective and substandard construction work, including structural construction.
- Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
- Construction job site safety standards and regulations, including traffic control safety for construction.
- Basic soil mechanics and geology as applied to construction inspection work.
- Principles of engineering as applied to construction inspection.
- Construction critical path scheduling;
- Materials sampling, testing, and estimating procedures.
- Principles of supervision, training, conflict resolution, and performance evaluation.
- Proper inspection of construction of public works improvements, including knowledge of construction methods and procedures.

**Ability to:**

- Interpret and apply applicable codes, ordinances, rules, and regulations.
- Inspect large and complex construction projects, including structural construction.
- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- 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.
- Establish and maintain good, professional, and effective working relationships with City staff, outside agency staff, contractors, designer, and general public.
- Use Windows computer programs including Outlook, Excel, and Word.
- Keep up to date on construction standards, codes and regulations, including Urban Storm runoff requirements.
- Supervise, schedule work assignments, train and evaluate assigned staff.

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**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:

- Education:** Equivalent to the completion of the twelfth grade.
- Experience:** Four (4) years of increasingly responsible public works inspection experience including some supervisory responsibilities.

**LICENSE OR CERTIFICATE**

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

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical abilities and work environment:*

Typically, work is performed at the construction sites, which results in exposure to outdoor elements and construction-related chemicals, fumes, products, and other hazards; requiring walking on uneven ground, reaching (including overhead), bending, squatting, lifting, crawling, climbing, pushing, pulling and carrying inspection and measurement tools and equipment; driving daily to various locations within and outside of the City of Milpitas; and ability to work safely in a hard-hat construction zone is essential.

Work will also be performed in an office environment which includes but is not limited to extensive use of the telephone, radio, computers and computer related work, attending meetings, review of plans, specifications, preparation of documents, filing and organizing project related work (both electronic and hard paper copies) and performing various other office related tasks, as required to perform job duties.

Approved by:

\_\_\_\_\_  
City Manager

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Date

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Human Resources Director

\_\_\_\_\_  
Date