

City of South San Francisco  
Human Resources Department

**Public Works Inspector**  
Class Description

**Definition**

Under general supervision, inspects and participates in all phases of construction projects to insure conformance with approved plans, specifications and departmental regulations; maintain records and prepare reports pertaining to projects inspected; and performs other related duties as assigned.

**Distinguishing Characteristics**

This single-position class performs full range of duties assigned including the performance of the entire range of field inspection work requiring knowledge of construction inspection principles and practices.

**Typical and Important Duties**

1. Reviews and interprets plans and specifications of assigned project; attends bid openings and preconstruction conferences.
2. Inspects various public works constructions such as utilities, storm sewers, sanitary sewers, streets, sidewalks, gutters and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.
3. Observes work in all stages of progress to assure conformance with standards; ensures that safety procedures are followed; consults with contractor's supervisory personnel as to methods of construction to determine their adequacy in relation to standards.
4. As appropriate, approves contract change orders and ensures completion of changes.
5. Inspects and tests, or coordinates and reviews the tests of construction materials such as concrete, aggregates, soils, pipe and building materials, reviews workmanship and sequence of operations.
6. Prepares and reviews inspection reports; prepares progress payments and responds to and/or processes claims.
7. Performs basic survey functions to confirm alignments and grades.
8. Indicates location of various appurtenances on plans.
9. Inspects adjacent properties for damage from construction activity.
10. Prepares periodic reports regarding the status of all projects.
11. Responds to complaints, problems and questions from concerned parties and, as necessary, takes action to remedy them.
12. Maintains effective communications with other departments and City staff, contractors, other agencies and the community.
13. Processes permits and enters data in computer programs as needed to file and close out completed permits.

14. Perform related duties as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles and practices of construction management and public works inspection.
- Materials, methods, equipment, and practices used in public works construction, including streets, gutters, sidewalks, drainage systems, underground lines, streetlights, and related facilities.
- Principles and practices of engineering as applied to construction inspection.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Applicable federal and state laws, codes, and regulations.
- Applicable mathematics including algebra, geometry and trigonometry as applied to construction inspection work.
- Computer systems and applications related to the work.

#### *Ability to:*

- Inspect construction projects to ensure compliance with plans and specifications.
- Review public works construction plans and specifications.
- Accurately interpret, apply and explain applicable laws, codes, regulations, and ordinances.
- Detect and locate faulty materials and workmanship and determine the state of construction during which defects are most easily found and remedied.
- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Prepare designs, specifications and cost estimates in specified areas.
- Make engineering calculations of quantities and grades; operate survey instruments.
- Prepare concise and accurate reports, correspondence, change orders, specifications, and other written materials.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Develop good public relations.
- Represent the City, the department, or the organizational unit effectively in meetings and in contacts with representatives of other agencies, City departments, private organizations, individuals, and the public.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Acquire a thorough knowledge of applicable department policies and procedures and a working knowledge of related City policies, regulations, and procedures.
- Work in a safe manner, following City safety practices and procedures and modeling correct safety practices; enforce adherence to safety policies and procedures; identify, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.

*Skills in*

- Using a personal computer and related software.
- Using survey equipment to determine grades and elevations.

**Experience and Training**

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

*Experience:* Three years of public works construction experience with one year as a construction foreman or public works inspecting and surveying experience. College-level coursework in an engineering or construction technology may also be substituted for the initial two years of experience on a year-for-year basis to a maximum of two years.

*Training:* Equivalent to graduation from high school supplemented by applicable technical engineering and inspection coursework. Registration as a California construction inspector is highly desirable.

**Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.

**Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; walk on rooftops; lift and carry 35 pounds; use standard office equipment, including a computer; vision to read a computer screen and printed materials, including maps and plans and to discern different colored materials; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Mobility to work in standard office environment or field setting; exposure to rain, cold, heat, noise, outdoors, vibration, confined workspace, chemicals, explosive materials, vibration, mechanical hazards, electrical hazards, traffic, heavy equipment and construction materials, and work in attics and crawlspaces; walk on pitched and flat roofs.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work extended hours or off-shift work for meeting attendance or participation in specific projects or programs, and take call during non-business hours.

Approved: January 1970  
Revised Date: April 2005, August 2011  
Former Titles: Construction Manager-April 2005, Engineering Project Coordinator – June 2003, Senior Construction Inspector – June 2001  
Abolished:  
Bargaining Unit: AFSCME

ADA Review: 3/2005, 8/2011  
DOT: No  
Physical: Class 2  
Status: Classified/Non-Exempt  
EEOC Category: EF9\EJ3  
Job Code: A310

**ADA Documentation of Essential Duties**

1. SDE
2. SDE
3. SDE
4. SMA
5. SDE
6. SDE
7. OAE
8. SDE
9. SDE
10. SDE
11. SMA
12. SDE
13. SDE