

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION

PUBLIC WORKS INSPECTOR

JOB PURPOSE

Under general supervision, performs a variety of engineering duties, with primary emphasis on the inspection of public works projects and public portions of private development. Perform a variety of tasks relating to development review and construction functions, including processing of project paperwork.

EXAMPLES OF ESSENTIAL DUTIES

Essential Duties:

- ~ Reviews plans and specifications of public works projects with public works staff and private engineers and attends pre-job conferences.
- ~ Inspects projects at various stages to ensure conformity with plans and specifications and applicable regulations.
- ~ Notes deficiencies and deviations from plans and directs compliance by contractor.
- ~ Prepares notices to contractor.
- ~ Refers serious problems and disagreements in interpretation to engineering manager or supervisor.
- ~ Inspects materials used for conformity with specifications and records the amounts and types of materials used.
- ~ Inspects public portions of private developments for conformity with plans and specifications approved by the City.
- ~ Conducts inspections and issuance of encroachment permits.
- ~ Keeps an accurate diary and notes on work progress and quality and maintains records of change orders.
- ~ Performs a variety of duties attendant with assigned projects, including coordination with other City departments and utilities, communications with contractors and/or developers, and preparation of activity records and reports.

Marginal Duties:

- ~ Performs related work as required.
- ~ May take samples of materials for examination or analysis.
- ~ May also perform any of the duties set forth in the Engineering Aide Class Specification.
- ~ Performs other types of related public works tasks and provides general information

to the public on department operations.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Three years experience in public works engineering and inspections, supplemented by special courses or formal training in Civil Engineering/Construction Technology; AA degree preferred; and a valid California motor vehicle operator's license.

Ability to: Accurately interpret engineering plans and specifications and maintain accurate records; communicate effectively orally and in writing; write clear, concise technical reports; detect and locate deficiencies in construction and violation of applicable codes; work independently and in inclement weather; maintain effective working relationships with those contacted in the course of work.

Knowledge of: Principles, methods, materials, equipment and safety hazards of construction; basic mathematics; basic soils and materials sampling and testing; estimating procedures; regulations; codes; and departmental policies.

CITY COUNCIL APPROVAL DATE: July 21, 1988