

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## SENIOR 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. The majority of the inspection work is performed with considerable independence. Directs the work of lower-level personnel; may also perform a wide variety of office engineering tasks related to activities of construction functions.

### **EXAMPLES OF ESSENTIAL DUTIES**

#### **Essential Duties:**

- Reviews plans and specifications of public works projects with public works staff and private engineers.
- 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.
- Refers serious problems and disagreements in interpretation to Engineering Division Manager or Project Manager.
- Inspects materials used for conformity with specifications and records the amounts and types of materials used.
- Takes samples of materials for examination or analysis and may perform tests on soils and concrete.
- Inspects public portions of private developments for conformity with plans and specifications approved by the City.
- Conducts inspections for the issuance of encroachment permits.
- Keeps an accurate diary and notes on work progress and work quality.
- Performs a variety of duties attendant with assigned projects, including coordination with other City departments and utilities, communications with contractor, and preparation of activity records and reports.

#### **Marginal Duties:**

- Performs related work as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to completion of high school, supplemented by specialized course work or formal training in public works inspection, with minimum five years responsible experience in public works inspections; a valid California motor vehicle operator's license.

**Ability to:** Accurately interpret civil 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 at the earliest possible stage; 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: December 6, 1989