



City of Laguna Niguel Job Description

PUBLIC WORKS INSPECTOR

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform routine semi-skilled and technical construction inspection work for Public Works projects and programs; assure compliance with Federal, State, and local standards and contractual provision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Senior Civil Engineer and Public Works Director.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Inspect and approve all phases of public and private construction and improvement work to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes, and regulations; issue correction notices or approvals as required.
- ◆ Inspect and approve construction and installation of streets, curb, gutter, sidewalk, storm drains, irrigation lines, cross connection control devices, asphalt rehabilitation and overlays, slurry seal, retaining walls, earth slopes, street lights, park improvements, and related utilities and structures.
- ◆ Inspect and assess damage from oil, gas, and water leaks to public and private property.
- ◆ Inspect construction work under encroachment permits; issue encroachment permits.
- ◆ Inspect to assure compliance with Federal, State, and local standards for and right-of-way, street-use, and other permits issued to private utilities or contractors.
- ◆ Coordinate activities and schedules with utility companies, contractors, property owners, and other City departments; resolve conflicts within scope of authority.
- ◆ Check for proper use and placement of traffic control devices to assure compliance with the WATCH handbook or specific traffic control plan in effect.
- ◆ Provides information and responds to inquiries from contractors, property owners, City staff, and the general public regarding assigned Public Works projects.
- ◆ Performs work in accordance with safety policies and procedures.
- ◆ Compile information and prepare construction reports as required.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Public works inspection, practices, and methods as applicable to a municipal setting; applicable laws, adopted standard specifications and plans, and regulations relating to construction, inspection, safety, and traffic control; public works inspection methods.
- ◆ Considerable skill in reading and interpreting construction drawings, plans, and specifications; skill in operating tools and equipments; skill in applying material testing procedures.
- ◆ Safe work practices.
- ◆ Construction management practices.

Ability to:

- ◆ Prepare, organize, and maintain inspection, field, and office data, reports, and systems.
- ◆ Perform required mathematical computations.
- ◆ Effectively communicate complex technical information, both orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, and the general public.
- ◆ Apply technical knowledge; follow proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard construction practices.
- ◆ Enforce necessary regulations with firmness and tact.
- ◆ Work independently without supervision.
- ◆ Understand and carry out oral and written directions.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

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

Two years of responsible inspection and construction experience.

Equivalent to the completion of the twelfth grade supplemented by two years of related technical or college training in construction, engineering technology, civil engineering, or a related field.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.