



## **City of Laguna Niguel Job Description**

### **SENIOR PUBLIC WORKS INSPECTOR**

Maintenance, Clerical, and Technical Unit

FLSA: Non-exempt

#### **DEFINITION**

Develop and administer landscape and building maintenance contracts; inspect parks, slopes, medians, public buildings, greenbelts, and other landscaped areas.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Public Works Director.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

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

- ◆ Conduct field inspections of parks, landscaped areas, and public buildings to assure compliance with applicable maintenance contracts, plans, and specifications.
- ◆ Identify necessary landscape, facility, and building maintenance and repair needs; estimate maintenance and repair costs; schedule maintenance and repair activities.
- ◆ Oversee and coordinate the activities of contractors providing landscape and building maintenance, weed abatement, tree trimming, and backflow prevention services; ensure compliance with contract specifications and agreements.
- ◆ Prepare contract specifications for landscape and building maintenance programs; review and recommend bid awards.
- ◆ Provide technical assistance and instruction to other park maintenance staff.
- ◆ Prepare and maintain records and reports related to landscape and building maintenance inspection activities.
- ◆ Confer with contractors, outside agencies, and the general public; interpret and explain City policies, requirements, and restrictions.
- ◆ Coordinate inspection activities with other City departments and divisions.
- ◆ Investigate and respond to citizen complaints and inquiries regarding the maintenance of landscaped areas and public buildings.
- ◆ Participate in budget preparation; prepare cost estimates; submit justifications for budget items; monitor and track program expenditures.
- ◆ Prepare City Council agenda reports when necessary.
- ◆ Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- ◆ Principles of horticulture and landscape design.
- ◆ Methods, practices, materials, and techniques related to park and landscape

- construction and maintenance of parks, irrigation systems, drains, bike trails, sidewalks, playground equipment, and related facilities.
- ◆ Building-related maintenance practices and ordinances related to park facilities and recreational equipment.
- ◆ Principles and techniques of contract inspection and administration.
- ◆ Safe work practices.
- ◆ Principles of heating, ventilating, and air conditioning systems.

**Ability to:**

- ◆ Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard construction practices.
- ◆ Read and interpret complex landscape, building and park facility plans, specifications, and building codes.
- ◆ Diagnose and assess irrigation system problems; recommend an effective course of action.
- ◆ Diagnose and assess building and facility system problems; recommend an effective course of action.
- ◆ Identify plant material by sight and name.
- ◆ Understand and carry out oral and written directions.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Enforce necessary regulations with firmness and tact.
- ◆ Work independently without supervision.

**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:*

Three years of responsible landscape maintenance or landscape construction experience.

Equivalent to the completion of the twelfth grade supplemented by specialized training in horticulture and construction technology.

**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.