

CLASS SPECIFICATION
Construction Inspector Supervisor

GENERAL PURPOSE

Under general supervision, plans, schedules, assigns and reviews the work of all construction inspection staff; supervises and coordinates inspection of construction projects performs detailed inspections of City construction projects as assigned; interprets plans, details and specifications to ensure construction and contract compliance; prepares detailed project inspection reports; and performs related duties as assigned. Exercises direct supervision over assigned technical and office support staff.

DISTINGUISHING CHARACTERISTICS

Construction Inspector Supervisor is the advanced level class in the Construction Inspector class series. Incumbents are responsible for supervising, coordinating, and performing multi-disciplined inspections of City construction projects.

Construction Inspector Supervisor must possess advanced technical knowledge and experience and be responsible for providing lead supervision of inspection staff and performing the most difficult and complex construction inspection functions and duties. Duties performed require a high degree of initiative, independent judgment and discretion along with the ability to handle new and unusual circumstances as they arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads a team of construction inspectors to ensure assigned projects are being constructed in accordance with contract requirements and established policies and procedures. Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the inspection of all City public works, infrastructure, utility and capital improvement construction projects.
2. Participates in the development and implementation of goals, objectives, policies and priorities for assigned services and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications; maintains a variety of records and prepares routine reports of work performance.
3. Performs supervisory field inspections on complex or difficult public building construction, infrastructure, grading and street construction projects.
4. Researches, prepares and presents construction inspection training classes for staff. Directs, trains, and supervises staff. Evaluates staffing requirements; evaluates staff performance and provides first line

supervision. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situation.

5. Assists the project managers/engineers to schedule and utilize personnel resources in the most effective manner.
6. Monitors contractor schedules and forecasts inspection personnel resource needs. Prepare required construction progress reports in compliance with City Specifications and Caltrans Local Assistance Procedure Manual (LAPM).
7. Monitors project safety procedures and methods.
8. Monitors stormwater BMPs for SWPPP compliance.
9. Ensures proper placement and maintenance of signs, barricades and warning devices; ensures proper safety practices are followed at work sites.
10. Performs field interviews and verifies certified payroll information to ensure contractors are paying prevailing wages to their staff and approved workforce is being used; provides field review forms and certified payroll reviews to project managers.

QUALIFICATIONS

Knowledge of:

1. Federal, state and local laws, statutes, codes and ordinances governing construction projects.
2. Common engineering construction methods.
3. Proper use of construction materials and equipment.
4. Safety requirements and procedures pertaining to work practices.
5. Theories, principles and practices of engineering, electronics and mathematics, including algebra, geometry and trigonometry.
6. Earthwork, asphalt paving and concrete construction principles, methods and techniques.
7. Surveying principles, methods and techniques.
8. Compaction principles, methods and techniques.
9. Principles and practices of mechanical equipment and paint/coating inspection.
10. Electric wire, conduit, electrical metallic tubing, cable tray and cable materials and terminology.
11. Electrical and telemetry principles, circuits, devices and systems.
12. National Pollutant Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) Permit.

Ability to:

1. Exercise considerable judgment and diplomacy in field conditions.
2. Ability to counsel, mediate, and/or provide first line supervision.
3. Analyze, interpret, prepare and make recommendations on complex construction plans, specifications, drawings, sketches, diagrams and codes.
4. Operate and use common electronic, construction, surveying and drafting tools including electronic locators, electronic multimeters, cameras, two-way radios, compaction and concrete testing equipment and nuclear density gauges.
5. Make quantity calculations and prepare estimates.
6. Inspect routine and difficult engineering construction.
7. Enforce and interpret regulations with firmness, tact and impartiality.
8. Record and design accurate and neat sketches during on-site field inspections.
9. Perform field tests following precise procedures and interpret observations and test results to determine acceptability.
10. Coordinate necessary work between several entities.
11. Establish and maintain effective working relationships with City management, staff, contractors, the public and others encountered in the course of work.
12. Prepare Incident Reports pertaining to construction activities.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of experience in construction inspection or ten years of trades experience working on large public works construction projects; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Desirable valid certifications/registrations include: (1) California General Permit Qualified SWPPP Practitioner (QSP), (2) Qualified SWPPP Developer (QSD), and/or (3) Construction Inspector – Public Works as administered by ACIA or equivalent.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 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.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, contractors, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts; is exposed to wet and/or humid conditions, vibration, and street/road traffic; and works in high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.