

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

PUBLIC WORKS INSPECTOR

DEFINITION

Under general direction, checks construction plans and inspects public works construction projects and does related work as required. The Public Works Inspector reports to the City Engineer or a supervisor assigned by the City Engineer, and is a key member of the Public Works Engineering Division, responsible for inspecting construction of capital improvement projects, land development projects, utility improvements, and other miscellaneous City projects.

EXAMPLES OF DUTIES

Under general supervision, inspects construction projects for compliance with applicable codes, plans, specifications, and City standards, including grading and improvements to the City streets, sewers, water system, street lights, traffic signals, parks and City owned building improvement projects; coordinates design changes during construction and specialized inspections; reviews adequacy of public safety, nuisance control, erosion control and contract document compliance. Inspects construction materials, reviews and recommends payments and change order requests; prepares and distributes construction project updates, answers telephone calls related to construction activities and waits on walk-in-customers.

MINIMUM QUALIFICATIONS

Knowledge of: Municipal construction practices, safety regulations and general knowledge of construction laws and regulations & familiarity with construction surveying and computer software for spreadsheets and word processing.

Ability to: Communicate and work effectively with the contractors, designers and other City staff; anticipate possible construction problems and their solutions; read and comprehend plan, specifications; and contract documents, write concise technical reports; use drafting, and surveying instruments; compute quantities; understand and carry out technical instructions; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure,

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respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from high school or the equivalent.

Experience: Four (4) years of public works inspection experience, desirably as the public agency representative. Possession of an AA degree with course work in Civil Engineering may be substituted for two (2) years of experience. A BS from an accredited college or university with major coursework in Civil Engineering may be substituted for four (4) years of experience.

License and/or Certification: Possession of a valid Class C California driver's license.

R: 02/07