Date Adopted: 6/13/06

CITY OF GLENDORA CONSTRUCTION INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs construction inspection for a variety of public works projects and private development; performs related duties as required.

CLASS CHARACTERISTICS

This is the journey level class and incumbents are required to perform the full range of construction inspection activities.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Inspects street, water, sewer, storm drainage and traffic control device construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, pouring of concrete, landscaping, and construction of specialized facilities; enforces compliance with contract plans and specifications; computes contractor work in progress; initiates work order changes; interprets and coordinates contract provisions with contractor. (a b c d e f h i j l n o)
- 2. Inspects private development and City construction work, including concrete forms placement, reinforcing steel and fencing, and placement, consolidation, and curing of concrete; enforces compliance with plans, specifications, City standards and proper construction practices for work such as installation of water lines, sewer, utility conduits, landscape improvements, construction of storm drains, culverts, flood control channels, catch basins, junction structures, curbs, gutters, sidewalks, driveways, and streets; stipulates correction and repairs necessary before final acceptance is made; insures proper placement and maintenance of signs, barricades and warning devices; recommends to supervisor acceptance of public improvements in completed private developments. (a b c d e f h i j l n o)
- 3. Reviews plans and specifications of proposed construction; holds pre-construction conferences; notifies affected utilities, public safety agencies, and the public regarding proposed construction; performs final inspection and ensures completion of necessary corrections; reviews "as-built" plans for accuracy. (a b c d e f g h i j k n o)

- 4. Inspects adjacent properties for damages from construction activity; coordinates inspections with other City departments; performs necessary field tests; confers with City engineering staff on design problems encountered in the field. (a b c d e h i j k l n o)
- 5. Coordinates with other City departments by daily reporting on projects, developers, contractors, and utility agencies; maintains log books and records of inspection. (a b c f h i j n)
- 6. Checks materials to ensure compliance with job specifications; makes calculations in the field; performs surveys and serves as a member of a survey crew on City projects. (a c d e g i j k l m n o)
- 7. As required, may perform the duties of a building inspector (non-technical areas only). (a b c d f h i j l n o)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Maintain cooperative working relationships with engineers, developers, contractors, and the public.
- c. Exercise independent judgment.
- d. Inspect routine and difficult construction and enforce compliance with plans, specifications, ordinances, and codes.
- e. Read and interpret engineering plans, blueprints and specifications, records of survey, legal descriptions and tract descriptions.
- f. Represent the City in a variety of meetings.
- g. Prepare clearly written correspondence and technical reports involving mathematical computations.
- h. Establish and maintain cooperative working relationships.
- i. Effectively schedule own work load and meet agreed upon inspection times.
- j. Understand, explain and apply policies and procedures.
- k. Do basic drafting.
- I. Work safely.
- m. Do survey work and utilize survey instruments.

- n. Operate a computer and use computer software.
- o. Safely operate vehicles.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An Associate's degree or equivalent with major work in civil engineering or related field, and three years of experience in construction work. Completion of APWA Construction Inspection class or equivalent is desired.

Knowledge and Skill Levels

Thorough knowledge of principles, methods, materials, equipment, and safety hazards of construction; applicable laws, regulations, codes, and departmental policies governing the construction of public works projects and private development. Some knowledge of mathematics, including algebra, geometry, and trigonometry; technical report writing and preparation of correspondence; street grading operations and preparation of the subgrade; survey procedures, instruments and equipment. If assigned to water systems inspections, knowledge of water systems disinfection and sampling procedures is highly desirable.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record. If assigned to water systems inspections, a Department of Health Services D-1 certification is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed in indoor and outdoor environments, with travel from site to site, some exposure to noise, dust, grease, smoke, fumes, gases, vehicle traffic, and inclement weather conditions, heavy construction equipment, confined spaces, working and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain; regular interaction with City staff, general public and other organizations; occasionally dealing with dissatisfied individuals.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006