

CITY OF BRISBANE
PUBLIC WORKS INSPECTOR

Definition

Under direction of the Public Works Director/City Engineer, performs field inspections of complex or large public infrastructure improvements, including capital improvement projects of City infrastructure, including streets, sidewalks, underground utilities, electrical and traffic signal and other City facilities to ensure compliance with plans and specifications. and performs related work as required.

Class Characteristics

The Public Works Inspector is a single-position, experienced class, fully competent to inspect the work of contractors constructing or modifying City infrastructure to ensure safety and conformance with plans and specifications. Responsibilities include working closely with City Engineering staff, developers and contractors to effect project modifications to meet field contingencies. This class has the authority to stop work on projects within specified guidelines until modifications in design, materials or practices are accomplished. This class is distinguished from the City engineering classes in that the latter perform design and plan review work requiring specific training in an engineering discipline and professional credentials. It further differs from Director of Public Works/City Engineer in that the latter has overall management responsibility for the Public Works Department.

Examples of Duties (Illustrative Only)

- Inspects the construction of a variety of large scale or complex public works, infrastructure and capital improvement projects for conformance with, plans, specifications, contract provisions and safe work practices.
- Confers with contractors and developers regarding conformance to standards, plans, specifications and codes; explains requirements and evaluates alternatives.
- Issues change orders within guidelines and/or consults with engineering staff regarding problems and change alternatives.
- Prepares and maintains daily and final inspection reports, progress payments, change orders, claims and other written documentation.
- Performs surveying for all City projects; uses surveying instruments to check grading, excavations and related activities.
- Takes samples of materials used; performs basic test or submits to testing laboratories to ensure appropriate composition.
- Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- Reviews requests for progress payments relating to work performed and materials supplies.
- Acts as liaison between the City, contractors, other agencies and businesses and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution.
- Reviews and recommends approval of requests for encroachment permits for construction on or use of City property

- Inspects hazardous waste sites; provides technical assistance regarding hazardous waste spills or clean-up excavations.

Qualifications

Knowledge of:

- Materials, methods, practices and practices used in public work construction, including streets, gutters, sidewalks, drainage, underground lines, streetlights and related facilities.
- Principles and practices of public works construction inspection.
- Practices of construction contract administration and payment in a public agency setting.
- Applicable federal, state and local laws, codes, regulations and ordinances.
- Safety principles and practices related to the work.
- Technical principles and practices of engineering design, specification and cost estimate preparation.
- Applicable mathematics through trigonometry.
- Computer applications related to the work.
- Techniques for dealing with the engineers, developers, contractors, business and homeowners, City staff, and representatives of other agencies in an effective manner.

Skill in:

- Inspecting large and complex capital improvement and public works projects to ensure compliance with plans and specifications.
- Interpreting, applying and explaining applicable laws, codes, regulations and ordinances.
- Reviewing and authorizing change orders, claims and progress payments within specific procedural guidelines.
- Providing technical engineering review and processing assistance to City staff.
- Making accurate mathematic computations.
- Maintaining accurate records and files.
- Preparing clear, effective and accurate reports, correspondence, change orders, specifications and other written materials.
- Representing the department and the City effectively in meetings with other departments, public and private organizations and individuals.
- Establishing and maintaining effective relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to completion of two years of college or possession of an Associate of Arts degree with major course work in a field related to the work and four years of responsible technical engineering experience which has included at least two years of public works project inspections. Four years of increasingly construction management, resident engineering, or journey level or above public works construction and maintenance experience may be substituted for the initial two years of experience. Additional experience as outlined above may be substituted for the education on a year-for-year basis.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Working Conditions:

Must be willing to work overtime or respond off-hours to various emergency situations and in the field under inclement weather conditions.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect various City infrastructure and development sites, including climbing ladders, stairs and other temporary or construction access points, attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Approved Date: February 13, 2001
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Resolution:

Bargaining Unit: General Employees Association
Resolution: 2001-20

Former Titles:

Abolished: