

SENIOR CONSTRUCTION INSPECTOR

DEFINITION

To organize, assign, and review the work of assigned inspection personnel engaged in providing inspection services for a variety of public works projects including public and private residential subdivisions, commercial and industrial projects, utility facilities, and storm water compliance inspections.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Construction Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor.

Exercises technical and functional supervision over assigned construction inspection staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, lead, review, and participate in the work of staff involved in a variety of inspection related duties.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies.

Receive and respond to questions related to construction projects from the public, developers, contractors, and staff.

Assign and prioritize projects; maintain project lists; schedule section meetings; review section correspondence; make recommendations for performance evaluations.

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Advise inspection and engineering staff on concerns regarding construction and engineering matters; work with the inspection staff to correct deficiencies and to accept and determine when improvements comply with city standards.

Review drainage complaints from the public and provide recommendations.

Prepare technical reports to the engineering staff; prepare documents for City Council ratification.

Inspect and evaluate City maintained improvements, new construction, modification, and “as-is” condition of various municipal and private structures such as utilities, streets, sidewalks, traffic signals, and gutters; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

Inspect construction improvements within city right-of-way of municipal buildings and facilities to ensure compliance with approved plans and specifications; observe construction work during progress and upon completion; notify project manager of any potential safety concerns, if needed.

Review plans and specifications of assigned projects; attend and participate in pre-construction conferences as assigned; record and evaluate amount of materials used and work performed relative to progress payment requests; prepare recommendation for City acceptance of new municipal improvements and facilities.

Prepare Certificate of Compliance documents for City Council which includes organizing required information, maps, compaction results, and other department approvals.

Review projects for ADA compliance; confirm compliance to safety and accessibility requirements.

Initiate Improvement Standard revisions and formulate inspection policies.

Oversee and assist professional consultants who provide inspection services to the City.

Take samples of materials for examination/analysis to laboratories; perform routine materials and field tests to assure quality of materials and work.

Confirm soils testing for earth fills, subgrades and rock grades for street sections and public works structures.

Maintain the City’s Stormwater Database pertaining to Stormwater Pollution Prevention Plans (SWPPP’s), as part of the City’s Stormwater Management Program (SWMP) to ensure compliance with the City’s NPDES Municipal Stormwater Permit.

Interpret and apply complex environmental regulations; collect and analyze stormwater sampling.

Performs technical SWPPP review, and complete necessary SWPPP inspection reports.

Inspect a variety of public works construction projects to ensure conformance with SWPPP requirements, City Improvement Standards, and State and Federal requirements.

Train City inspection staff for erosion and sediment control inspection issues and assist in the coordination of interdepartmental activities related to stormwater management.

Oversee the construction of stormwater runoff inspection program for new development and City Capital Improvement Programs including, illicit discharge detection, elimination activities, project tracking, and enforcement relating to construction activities.

Assist with the planning and implementation of workshops and training sessions.

Plan and implement SWPPP compliance workshops and training sessions; participate in community outreach events and educational opportunities.

Prepare technical documents, written and oral correspondence to stormwater applicants.

Research publications and industry information sources as needed.

Respond to public complaints; maintain program records and reports.

May perform a variety of subprofessional engineering duties including plan checking of maps and construction plans; drafting, design, and construction estimating; surveying and recording of related data, reviewing of contracts and compiling miscellaneous reports.

Monitor creek levels during periods of heavy rain and provide emergency response for same.

Approve building permit releases for residential projects related to substantial completion and stormwater compliance.

Build and maintain positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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Principles and practices of lead supervision, training and performance evaluation, including safety practices and related record-keeping.

Principles and practices of construction methods and techniques, including principles of construction inspection.

Principles and practices of work safety and traffic control, especially as applied to public works field inspection activities.

Principles, methods, materials, equipment and practices related to inspecting and assessing the safety of a variety of engineered public works and private development facilities.

Pertinent local, State and Federal laws, ordinances, and rules including Storm Water Pollution Prevention Plan.

Basic mathematics including algebra, geometry, and trigonometry as applied to construction methods and practices.

Basic soil mechanics and geology.

Principles of engineering as applied to the mechanics of structure design and building construction and inspection.

Sampling techniques, nature and types of wastes generated by construction activity.

Field safety techniques; construction safety (including CalOSHA) and accessibility.

Environmental Protection Agency and State stormwater regulations pertaining to public works construction.

Effective public relations and public speaking techniques.

Standard inspection principles and practices and construction materials.

Equipment and computer software related to basic spreadsheet work and word processing.

Ability to:

Act as lead worker and perform advanced journey level construction inspection activities.

Perform inspection of materials and work quality used in a variety of public works and utilities construction projects and private subdivisions.

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On a continuous basis, analyze operations of construction projects in the field; identify underground service alert markings; interpret maps and reports; know how to perform underground work and other construction; and observe safety precautions.

Intermittently, walk around job sites; kneel and bend while reviewing infrastructure; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

Independently perform inspection of materials and work quality used in a variety of public works and utilities construction projects and private subdivisions.

Assess the quality of materials and work related to construction/modification of a variety of public works facilities; recognize faulty materials, equipment, and workmanship; analyze construction plans, specifications and maps relative to anticipated construction issues and propose possible solutions.

Read, interpret, and analyze plans, specifications, and conditions.

Keep records and make reports.

Deal professionally, tactfully and positively with co-workers, contractors, utility company representatives and the general public;

Detect potential stormwater violations.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively, both orally and in writing.

Use tact and persuasion in dealing with the development community.

Conduct research and provide reliable advice involving construction and engineering problems; effectively solve problems and provide advice involving construction problems.

Utilize personal computers and computer software in perform work processing, spreadsheet and database functions.

Experience and Training

Experience

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Two years of experience performing work similar to that of a Construction Inspector II with the City of Roseville.

Training

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college, preferably with major course work in civil engineering, construction, mathematics, biology, environmental design, or related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by the date of appointment.

Possession of a certificate as a Qualified Stormwater Practitioner (QSP) from the California State Water Resources Control Board is highly desirable.

12-19-18

10-14-14

05-12-07 Senior Construction Inspector

09-13-04 Stormwater Inspector