

TOWN OF LOS GATOS
December 2015

CLASSIFICATION SPECIFICATION FOR: PUBLIC WORKS INSPECTOR SERIES

PUBLIC WORKS INSPECTOR
SENIOR PUBLIC WORKS INSPECTOR

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

FLEXIBLY STAFFED SERIES

This is a flexibly staffed series, meaning that incumbents may be promoted by successfully demonstrating the ability to perform competently at the required level and by meeting the qualifications for the next higher class. Promotion to a higher level is not automatic or guaranteed and is subject to management and budget authorization. For more information, refer to the Town's Administrative Policy on Flexibly Staffed Classifications.

POSITION SUMMARY

Incumbents in this series perform a variety of journey-level to advanced public works inspection duties with primary emphasis on the inspection of municipal construction projects and private development. These inspection-related duties are performed both in the office and in the field.

Public Works Inspector: Work is performed under the direction of the Senior Public Works Inspector, with considerable independence and is primarily subject to review only as to results.

Senior Public Works Inspector: Incumbent works under the direction of the Town Engineer, and is responsible for all aspects of public works inspections, including documentation and personnel supervision. Incumbent participate in the activities of the Engineering Development Section of the Parks & Public Works Department. These activities primarily involve construction inspection and will also include the Town's sidewalk repair and weed abatement programs.

DISTINGUISHING CHARACTERISTICS

Public Works Inspector is the entry and journey-level classification for this job series. This position is distinguished from classifications by its emphasis on construction inspection and the considerable independence in the performance of work.

Senior Public Works Inspector is the advanced level of this job series. It is distinguished from the lower classification based on its supervisory responsibilities, advanced technical knowledge and the increased complexity of work.

ESSENTIAL FUNCTIONS

Positions within this series, in general, perform similar critical tasks, regardless of the level and increase in complexity at the Senior level. As such, the knowledge, skills and abilities required to successfully perform the duties are foundational at entry level and built upon to progress in the series. Examples provided are intended to be representative and not inclusive of all activities required of the position.

Foundational to all positions:

1. Review plans and specifications of assigned public works projects; consults with engineers, and attend pre-job conferences.
2. Inspect projects at various stages and upon completion to insure conformity with plans, specifications and applicable regulations. Note deficiencies and deviations from plans and direct the means and timing of compliance with contractor personnel; refer serious problems and disagreements on interpretation to a higher-level supervisor.
3. Inspect materials used for conformity to specifications and record the amounts and type of materials used.
4. Inspect private developments for conformance with plans and specifications approved by the Town. Conduct inspections for the issuance of grading and encroachment permits, and in conjunction with the Town's weed abatement program.
5. Perform a variety of duties related to assigned projects, including coordination with other Town departments and utilities, communications with the contractor and the preparation of activity records and reports. Respond to inquiries and complaints by researching information, inspecting areas of concern, advising contractors of problems and recommending corrective actions.
6. Research information pertaining to construction projects; documents findings and related subjects, and prepares reports and correspondence to communicate findings and recommendations to management.

In addition to the Essential Functions above, the Senior Public Works Inspector is responsible to:

7. Confer with the Town Engineer in the development and implementation of policies and workplans.
8. Administer personnel matters for the work unit and make recommendations related to staff training, evaluations and progressive discipline.

MINIMUM QUALIFICATIONS: Education and experience may substituted on a year-for-year basis.

Public Works Inspector: High school equivalency supplemented by and two years of experience in public works road maintenance or inspection.

Senior Public Works Inspector: Two years of college and four years of increasingly responsible public works inspection experience of which at least one year must have been in construction inspection of land surveying. Additional qualifying education may be substituted for up to two years of the desired experience on a year-for-year basis.

Must possess a valid State of California Class C driver's license at the application and for the duration of employment is required, as this position is required to work alone at a variety of field sites.

The following are desirable for these positions:

- 1) Certified Public Infrastructure Inspection

Knowledge, Skills, and Abilities

Knowledge of:

Principles, procedures and equipment related to the review and checking of engineering and construction plans.

Principles, procedures, materials and equipment used in public works construction.

Basic principles of engineering design and drafting.

Basic principles of traffic engineering.

Basic soil mechanics and geology.

Material sampling, testing and estimate procedures

Advanced mathematics.

Applicable regulations, policies and ordinances concerning design and construction.

Applicable regulations, codes and Department policies.

Principles of customer service and effective communication.

For Senior Public Works Inspector: Principles of supervision.

Ability to:

Oversee land surveys.

Effectively apply applicable laws, regulations and policies for the review and checking of applications, plans, maps.

Accurately interpret and apply applicable codes, regulations and policies.

Make accurate computations and prepare complete and accurate descriptions and agreements.

Detect and locate deficiencies in construction and violations of applicable codes at the earliest possible stage.

Prepare concise reports and maintaining accurate records.

Communicate effectively in writing and verbally.

Maintain effective working relationships with those contacted in the course of work.

Work independently.

Work in inclement weather.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT: Employees works indoors in a computerized office environment, in direct contact with other Town personnel and the public. Employees work in the field and travel from site to site for inspection.

Representation T.E.A.	EEOC Category	FLSA Public Works Inspector and Senior Public Works Inspector are designated as FLSA Non-Exempt and subject to overtime)
History Previously titled Engineering Inspector and Senior Engineering Inspector. Public Works Inspector and Senior Public Works Inspector is a flexibly staffed series.		