

CITY OF COVINA
CONSTRUCTION INSPECTOR I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform, and performs the full array of duties assigned to classes in the Construction Inspector series, such as paraprofessional engineering, office and field work involving inspection, field testing and surveying; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Construction Inspector I

The **Construction Inspector I** is the entry level class in the Construction Inspector series that allows the incumbent to develop the required knowledge, skills, and abilities, and gain the required certification necessary. Initially, incumbents will perform the assignments under more direct supervision, including conducting field inspections of a wide variety of public and private construction projects related to City facilities and private development, and ensuring that construction work is completed in conformance with applicable standards, plans, specifications and City ordinances. This classification is alternatively staffed with Construction Inspector II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class. Typically, candidates are expected to advance in the field through completion of a total of 36 units in the Public Work Inspection curriculum at Citrus College each year or complete the entire program to obtain the II level, or be certified by the American Construction Inspectors Association.

Construction Inspector II

The **Construction Inspector II** is the journey level class in the Construction Inspector series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for inspecting, observing, measuring, and testing materials utilized in construction of public facilities, such as streets, parks, storm drains, sidewalks, facilities and other construction, to assure compliance with City standards, codes and specifications. This class is distinguished from the next lower classification of Construction Inspector I by the performance of the more complex and difficult duties of the work unit and the exercise of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Construction Inspector I

Receives immediate supervision from the Supervising Civil Engineer or Associate Civil Engineer. Incumbents in this class do not routinely exercise supervision.

Construction Inspector II

Receives general supervision from the Supervising Civil Engineer. May provide functional and technical direction lower level para-professional or office support classes.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Inspects various types of construction such as street improvements, sewers, storm drains, utility installations, and other related items all at various stages of construction.
- Observes and measures materials used in street, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities and other City Capital Improvement Projects.
- Checks concrete forms for proper alignment and grade.
- Observes pipeline installations for proper alignment, grade, jointing and fixtures.
- Ensures proper compaction of sub-grades and backfills; orders compaction tests where necessary.
- Ensures required construction materials are used in required quantities and that proper techniques of installation are used.
- Maintains daily record of inspection activities; gives change orders and completion certificates; records As Built information; prepares daily construction reports and maintains general job records as needed.
- Acts as a constant liaison between the City Engineering Department, other public agencies, contractors and public utilities, and investigates complaint and service requests related to the responsibility of the Engineering Department.
- Reviews plans and specifications of assigned projects; may respond to complaints related to construction activities at the counter and over the phone.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Construction Inspector I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Construction Inspector I

Three years of experience in construction, inspection, public works maintenance or the performance of related work, and a high school diploma or equivalent. Preference may be given to those candidates who have taken engineering and/or construction courses at the college level. Experience in public works is highly desirable.

Construction Inspector II

In addition to the above, one year experience equivalent to a Construction Inspector I in the City of Covina, or possession of a current certification as a Certified Construction Inspector by the America Construction Inspectors Association, or with the completion of required school courses.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Read, understand and interpret construction plans, drawings, and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.