

## CITY OF MADERA

### CONSTRUCTION INSPECTION SUPERVISOR

*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 direction, plans, coordinates, assigns, participates in, directs and supervises the day-to-day operation of the construction inspection division within the Engineering Department; trains Construction Inspector I/II incumbents; works collaboratively with project managers and professional engineering staff to ensure successful outcomes within area of responsibility; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Construction Inspection Supervisor** is the supervisory level class in the construction inspection division of the Engineering Department. Incumbents are responsible for supervising and coordinating all work associated with inspecting, observing, measuring and testing materials utilized in construction of public facilities such as streets, storm drains, sidewalks and other public works construction to assure compliance with City standards, codes and specifications. This class is distinguished from the next lower classification of Construction Inspector II by the performance of supervisory responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a Deputy City Engineer. Exercises direct supervision over assigned staff.

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

- Supervises, leads, oversees, reviews, and performs the work of staff responsible for inspection services of the Engineering Department; develops and implements staff assignments; assists inspection staff with the more complex inspection assignments.
- Supervises and participates in inspections of construction, repair, or alteration work on major projects; 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 and landscaping irrigation systems and capital improvement projects.
- Plans, schedules, assigns and evaluates Engineering inspection staff performance; supervises and provides training to staff members; ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; develops and administers performance improvement plans as needed; ensures compliance with local, state and federal statutes, rules and regulations.
- Oversees and conducts field sampling and testing of construction materials; directs lab testing operation; analyzes and interprets lab test results and writes test reports; approves materials for

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use on construction projects; makes field determinations of scope and method of work to be performed; authorizes field changes to plans when required.

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; coordinates project work with contractors, public utilities, engineers, the public and other City departments; identifies alternative construction methods and materials; assures job site safety requirements are met; enforces regulations for construction or repair of storm drains, sidewalks and trenches.
- Prepares or directs the preparation of technical reports, letter and contract change orders; the maintenance of written records of work performed; the performance of construction surveys; the monitoring of contractors progress on jobs; the accounting for all contract bid items in preparation of payment to contractors.
- Assists and participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement, recommend and implement solutions.
- Responds to questions and concerns from the general public; ensures timely response to complaints from the public relating to streets, sidewalks and storm drain infrastructure and Engineering inspection services; provides information as is appropriate and resolves complaints.
- Coordinates division activities with other City divisions, departments and public agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **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, including computer 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 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 and work in heavy vehicle traffic conditions and often work with constant interruptions.

**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 Inspection Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of experience in construction inspection, paraprofessional engineering or the performance of related work, at least one year of which is in a lead inspector capacity, and a high school diploma or equivalent supplemented by

one year of directly related college level course work.

**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)*

**Knowledge of:**

Modern principles, practices, methods and materials used in public works construction; construction methods and procedures including equipment, underground construction, shoring, and forming; construction materials such as concrete, asphalt and piping; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations including construction codes, manuals, specifications and related regulations; methods and techniques for report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar; construction material testing procedures; advanced mathematics; drafting and mapping, occupational hazards and standard safety procedures.

**Ability to:**

Read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; conduct field and lab testing; prepare test results; supervise, train and motivate assigned staff; exercise sound independent judgment; interpret, explain and apply applicable laws, codes and regulations; maintain a variety of records; respond to issues and concerns from the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.