

CITY OF MADERA
CONSTRUCTION INSPECTOR 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 direction, performs the full array of duties assigned to classes in the Construction Inspector series including 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; assists in the training and lead supervision of lower level positions if assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Construction Inspector II** is the advanced level class responsible for 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. Work is done in the office, field and testing lab. 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:

Receives general supervision from the Construction Inspection Supervisor. Exercises technical and functional lead supervision over Construction Inspector I.

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

- Inspects 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.
- 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 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; serves in a lead capacity in the training and scheduling of assigned personnel; 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 technical reports, letter and contract change orders; maintains written records of work performed; performs construction surveys; checks contractors progress on jobs; accounts for all contract bid items in preparation of payment to contractors.
- Responds to questions and concerns from the general public; responds to complaints from the public relating to streets, sidewalks and storm drains; provides information as is appropriate and resolves complaints.
- 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. 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 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 Inspector II**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction, inspection, paraprofessional engineering or the performance of related work 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 basic 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.