

PRINCIPAL CONSTRUCTION INSPECTOR

Definition:

Under general supervision performs a variety of complex and specialized technical field service inspection duties for the full range of public works construction projects; monitors and directs the work of other staff performing technical field service inspections; assures compliance with Federal, State of California and local codes and standards and contractual provisions; reviews plans and specifications and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Participates in and directs the work of assigned staff performing a variety of construction inspection duties and personally performs the more difficult, complex and specialized construction inspections.

Reviews plans and specifications, inspects construction projects sites for conformance with plans, specifications and regulations and attends pre-construction conferences as needed.

Assigns or performs a wide variety of field inspections to include sewer construction, paving and street improvements, curbs, sidewalks, gutters and a variety of structures.

Monitors contractor work in process, inspects and appraises or rejects work, prepares necessary reports for progress payments and recommends payment.

Coordinates contractors' work with utility companies and ensures that contractors maintain a safe working environment.

Ensures project conformation, grades and materials are in compliance with plans, specifications, laws and ordinances related to public works construction.

Confers with property owners as needed regarding project schedules, hazards and inconvenience.

Responds to concerns from and provides information to the public by telephone, in writing and/or by personal contact.

Reviews applicable time records, trains staff as assigned and assists in their evaluation.

Monitors traffic control at construction sites and coordinates changes/corrections.

Prepares and maintains a variety of records and reports related to activities and scheduling.

Maintains records of type of materials used, quantities, costs, change orders and acceptance orders involved in contract work performed for the City.

Uses survey/measuring equipment, a camera and basic hand tools.

Operates a personal computer and uses applicable software.

Assists in planning a program of public works inspections.

Lifts and moves equipment weighing 50 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Principal Construction Inspector is a single-incumbent class in the Engineering Department and is distinguished from the lower level Construction Inspector classes by the performance of lead duties and more complex inspection duties. The incumbent performs a wide variety of construction related inspection duties requiring substantial independent judgment and initiative with minimal direction/supervision and solves most work related problems independently.

Contacts and Relationships:

The Principal Construction Inspector establishes and maintains contact with other Engineering Department staff and has substantial interaction with construction contractors and property owners and their representatives. Contact with the public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class series are as follows:

Knowledge of:

Principles, methods, materials, equipment and safety practices for construction inspection.

Construction techniques.

Applicable laws, regulations and codes.

Materials and methods used in street paving, laying sewer pipes, pipe and pipe joint manufacture, cement, asphalt, concrete and brick laying methods.

Basic principles of supervision and training.

Construction related math to include algebra, geometry and trigonometry.

Soil mechanics and grading practices.

Materials sampling and estimating procedures.

Customer service techniques.

English usage, spelling and grammar.

Computer applications as they relate to area assigned.

AND

Ability to:

Understand and interpret blueprints, complex engineering plans and specifications.

Detect and locate faulty materials/construction and determine the stage of construction during which defects are readily remedied.

Make accurate mathematical calculations to include volumes, ratios and spatial relationships.

Prepare accurate engineering and other related records and reports.

Communicate effectively orally and in writing.

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

Direct and organize the work of others.

Apply laws and regulations affecting construction inspection.

Perform a variety of difficult and complex inspection tasks with minimal supervision.

Meet the public with courtesy and tact.

Understand and carry out oral and written directions.

Use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education: Associates Degree from an accredited college with major course work in mathematics, engineering or a related field.

AND

Experience:

Four years of responsible experience performing a variety of construction inspection work to include one year of public contact/customer service and some experience inspecting streets, sewers, storm drains and grading.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including overtime.

The City of Fullerton's Conflict of Interest Code requires that the Principle Construction Inspector file financial disclosure statements in accordance with state and local laws.

Other:

A valid and appropriate Water Treatment Certificate and/or Distribution Operator Certificate is preferred but not required.

Some lead experience is helpful but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed both in an office environment and on-site in the field. When work is performed outdoors there is exposure to the elements. The incumbent uses a computer, keyboard and related equipment, survey/measuring equipment including basic hand tools and drives a vehicle on City business. The incumbent sits, stands, walks, reaches, bends, kneels, crouches, twists, climbs stairs, ladders and inclines, crawls through narrow spaces, works in confined spaces, grasps, lifts, pushes, pulls and drags equipment and other items weighing 50 pounds or less, lifts and carries items weighing 30 pounds or less and works with hand tools and equipment at or above shoulder level weighing 20 pounds or less. In the field the incumbent may walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, damp conditions, grease/oil, construction fumes, solvents, chemicals, dust, electrical hazards, extreme vibration and vehicular traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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