

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: CONSTRUCTION INSPECTOR I

PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (REVISED)
COUNCIL APPROVAL: AUGUST 20, 2007

JOB CODE: 0172
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT
EEOC CODE: TECHNICIANS

JOB SUMMARY

Under direct supervision, performs basic to intermediate level public works construction inspections in the public right-of-way, including capital improvement, subdivision, and maintenance projects.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Construction Manager

DISTINGUISHING CHARACTERISTICS

Construction Inspector I differs from Construction Inspector II in that Construction Inspector I is the entry-level classification within the Construction Inspection series and initially performs basic to intermediate public works infrastructure construction and project inspections. Construction Inspector II is the journey-level classification in the job series and performs the full range of duties with minimum supervision.

EXAMPLES OF ESSENTIAL DUTIES

- Inspects a variety of public works, infrastructure, and capital improvement construction, and maintenance projects to ensure compliance with plans, specifications, contract provisions and City, County, and State codes
- Performs inspections of grading, concrete sidewalk, curbs and gutters, driveway approaches, street lights, traffic signing, asphalt paving, structural road sections, sewage systems, water systems, storm drainage systems, catch basins, culverts, and other work required on permits, subdivision developments and minor contracts
- Reviews plans and specifications of assigned construction projects

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- Prepares necessary field records and reports as required for approval of assigned work
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- Enforces provisions for public safety, pedestrian and vehicle safety in accordance with Occupational and Health Administration (OSHA) and City standards
- Coordinates work with project managers, engineers, contractors, developers, other departments, other public and private agencies and all other parties involved
- Investigates complaints and requests related to the inspection requirements of the Public Works Department
- Travels to offsite locations within and outside the City
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of public works construction inspection
- Federal, State and local laws, codes, regulations, and departmental policies governing public works construction and private development projects
- Principles and practices of engineering design, specifications, and cost estimate preparation
- Inspection practices to examine construction workmanship and materials for defects and faults
- Basic practices of construction contract administration in a public agency setting
- Mathematics applicable to construction inspection
- Safe driving rules, occupational hazards, and safety practices

Ability to:

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- Read, interpret and analyze construction plans, specifications, maps, and legal descriptions for conformance with City standards and policies
- Apply and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations
- Prioritize tasks and meet deadlines
- Safely conduct inspections in confined spaces both above and below ground
- Calculate mathematical computations
- Deliver quality customer service
- Maintain and follow Department processes and regulations
- Ensure safety and professional work standards are met
- Write reports and recommendations
- Communicate effectively orally and in writing
- Establish and maintain effective working relationships with contractors, engineers, City personnel, residents and all others contacted in the line of work
- Travel to offsite locations within a reasonable timeframe
- Work independently and as a team member

Education: High school diploma or equivalent. An associate's degree or certificate from an accredited university or college in public works, civil engineering, drafting, surveying, or other related field desirable.

Experience: Two years' full-time experience in public agency engineering, public works infrastructure construction or inspection.

Licenses/Certifications: A valid California driver license and an acceptable driving record required at time of appointment and throughout employment in this position.

FLEXIBLE STAFFING/RECLASSIFICATION

At the discretion of the department head, positions may be filled at the level of Construction Inspector I or Construction Inspector II depending upon the level of skill and experience required of the department.

Construction Inspector I incumbents may be recommended for reclassification upon meeting the minimum qualifications of Construction Inspector II, specifically:

- Three years' experience performing inspections of public works construction projects.

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Possession of one of the following certificates:

- Certified Public Infrastructure Inspector (CPII) issued by the American Public Works Association (APWA) or Registration as a Construction Inspector issued by the American Construction Inspectors Association (ACIA)
- International Code Conference (ICC) certification or equivalent as a Special Inspector (welding, concrete, masonry, soil inspection)
- Coating Inspector Program Level 1 or Cathodic Protection Technician certification issued by the National Association of Corrosion Engineers (NACE)
- Grade 2 Water Distribution Operator or Grade 3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board

Reclassification is not automatic. Consideration is subject to the review, recommendation and approval of the department head and human resources based upon operational and staffing requirements.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents regularly and frequently sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. May require ascending and descending

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ladders/scaffolding and stairs. When work is performed outdoors, there is full exposure to various weather conditions, including inclement weather. Must utilize approved safety equipment and protective gear, including but limited to, hard hats, respirators, life vests, and/or hearing protective devices. Near vision required for reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is expected to perform inspections of work in the field that may require walking on even/uneven ground, walking around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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