

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR CONSTRUCTION INSPECTOR

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

JOB CODE:	0171
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIANS

JOB SUMMARY

Under general supervision, conducts inspections of public works construction projects in the public right-of-way for capital improvements including subdivisions.

SUPERVISION RECEIVED

Reports to: Construction Manager

DISTINGUISHING CHARACTERISTICS

Senior Construction Inspector is the advanced journey level classification within the Construction Inspection series responsible for performing the most specialized and complex work assigned to the series.

EXAMPLES OF ESSENTIAL DUTIES

- Inspects a variety of complex public works infrastructure, capital improvement, subdivision and maintenance construction projects to ensure compliance with plans, specifications, contract provisions and City, County, and state codes
- Inspects subdivisions, residential, commercial and industrial developments for grading, erosion control, dust control, storm drainage, reinforced concrete structures, street improvements, street lighting, traffic lights, dry utilities, street appurtenances and-landscaping
- Reviews plans and specifications of assigned complex construction projects
- Inspects both above and below ground in confined spaces all types of construction work and projects completed in the public right-of-way, including street improvements, sewers, storm drains and buildings, water facilities, pump stations, public utilities, lighting, traffic signals, etc. for conformance to plans and specifications

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- Performs field contract administration activities for projects including monitoring, coordinating, evaluating and reporting of contractor activities
- Reviews and monitors traffic control; ensures quality control and testing coordination for a variety of City and outside agency requirements
- Inspects new water facility construction; disinfects and tests new or repaired water systems; performs hydrostatic testing of new water systems
- Enforces National Pollutant Discharge Elimination System (NPDES) requirements; collects water samples and maintains records for public health purposes
- Prepares necessary reports and presents materials and recommendations at project meetings
- Assists contract administrators on construction projects
- Responsible for overseeing the preparation of “as built” records and drawings
- Provides customer service to engineers, contractors and residents; answers questions and resolves complex construction problems on-site
- Maintains detailed records of all contract activities, bid item quantities, time and materials and work progress on a daily basis
- Monitors compliance with the Davis-Bacon Act as necessary
- Recommends field adjustments and redesign decisions to resolve problems or conflicts
- Provides input to change orders as appropriate
- Reviews and approves soil reports for compaction of grading and trench backfill
- Reviews and approves engineering specifications for rough grade, line and grade of buildings, and final grading and drainage
- Performs a final inspection of an entire subdivision or development before final approval and release of bonds
- In a lead capacity, performs field and technical review of work and progress performed by contract and other City construction inspectors and assists in training as assigned
- Provides guidance and reports work progress to immediate supervisor as required
- 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
- Travels to offsite locations within and outside the City
- 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.

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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:

- Advanced 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 including but not limited to the Uniform Building Code, Caltrans Local Programs Manual, ND PES regulations
- Principles and practices of engineering design, specifications, and cost estimate preparation
- Standard specifications for public works construction
- Advanced Inspection practices to examine construction workmanship and materials for defects and faults
- Water related inspection and testing as determined by regulatory agencies
- Soil mechanics
- Construction and related materials, tools and equipment
- Practices of construction contract administration in a public agency setting
- Mathematics applicable to complex construction inspection
- Construction safety and occupational hazards related to construction work
- Safe driving rules
- Related computer software applications, including MS Office Suite

Ability to:

- 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 work in confined spaces both above and below ground to perform inspections
- Record quantities of materials
- Prepare progress payments and field memoranda
- Assist in the preparation of estimates and change orders
- Prepare status reports and information items regarding construction issues
- Analyze records for response to claims, review plans, and specifications
- Make mathematical computations
- Deliver quality customer service

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- Maintain and follow Department processes and regulations
- Ensure safety and professional work standards are met
- Write reports and recommendations
- Communicate effectively in verbal and written form
- Establish and maintain effective working relationships with contractors, engineers, City personnel and residents
- Travel to offsite locations within a reasonable timeframe

Education: Associate's degree from an accredited university or college in civil engineering, drafting, surveying or other related field.

Experience: Five (5) years' experience performing public works construction inspections.

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

Must possess three of the following certificates:

- Public Works Inspector's Certificate
- Public Works Certification or equivalent
- International Code Conference (ICC) certificate or equivalent as a Special Inspector (concrete or structural masonry inspector)
- Electrical Power Inspector or
- Grade 3 Water Distribution Certificate issued by the California State Water Resources Control Board

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.

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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 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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