

## CITY OF LINCOLN CONSTRUCTION INSPECTOR I/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 general supervision, learns to perform and performs the full array of duties assigned to classes in the Construction Inspector series including inspection of work quality and materials for all projects in the City; prepares reports, takes samples and arranges for laboratory testing; assists in the training and lead supervision of lower level positions if assigned; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

#### **Construction Inspector I**

The **Construction Inspector I** is the entry level class in the Construction Inspector series. Incumbents are responsible for making field inspections of a variety of public and private construction projects related to City facilities and private development, ensuring that construction work is completed in conformance with applicable standards, plans, specifications and City ordinances. This class is alternately staffed with Construction Inspector II and incumbents may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

#### **Construction Inspector II**

The **Construction Inspector II** is the journey 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 and field. This class is distinguished from the next higher classification of Construction Manager, in that the latter is responsible for overall supervision of the Public Works construction inspection program.

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

#### **Construction Inspector I**

Receives immediate supervision from the Construction Manager or City Engineer, or designee. May receive lead direction from a Construction Inspector II. Incumbents in this classification do not routinely exercise supervision.

#### **Construction Inspector II**

Receives general supervision from the Construction Manager or City Engineer, or designee. Exercises technical and functional supervision over assigned staff.

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

- Inspects the work quality and materials used in a variety of public works construction projects, capital improvement projects, residential, commercial and industrial development within the city to ensure conformance with approved plans, specifications, codes, ordinances, laws and departmental regulations; observes and measures materials used in street, gutter, curb, sidewalk, parking lots, water

and sewer systems, storm drain construction, underground improvements and capital projects; takes samples and arranges for laboratory tests.

- 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.
- Reviews project plans for accuracy and conformance with City specifications; observes construction progress and documents with field reports; observes safety conditions and workmanship for compliance with City and State regulations; drafts letters to contractors; responds to complaints related to construction activities at the counter, over the phone and in the field.
- Keeps accurate as built and informs engineering staff of any deviation from proposed plans; provides interpretation of the City's standard specification manual; reviews plans and specifications for assigned projects; meets with developers and contractors about work progress and or problems.
- 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 and design alterations with developers, contractors, public utilities, engineers, the public and other City departments; identifies alternative construction methods and materials; provides interpretation of the City's standard specification manual.
- Prepares technical reports, as built drawings, letters and change orders; maintains written records of work performed; performs construction surveys; checks contractors progress on jobs; reviews invoices and recommends progress payments; reviews certified payroll; conducts change order negotiations.
- Responds to questions and concerns from the general public regarding assigned projects; provides information as is appropriate and resolves complaints; investigates complaints or claims against the City.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL 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, enter confined spaces, use a variety of hand tools and equipment, drive motorized vehicles, 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 I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Construction Inspector I**

Three years of experience in construction, inspection, public works maintenance or the performance of related work, and a high school diploma, or equivalent.

**Construction Inspector II**

Five years of experience in construction, inspection, paraprofessional engineering or the performance of related work and an associate's degree in civil engineering, construction engineering or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and the II levels.)*

**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; construction material testing procedures; advanced mathematics; soil mechanics and geology; drafting and mapping; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations including construction codes, manuals, specifications, safety requirements and related regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate an office computer and a variety of word processing and software applications. Safely and effectively operate a variety of power and hand tools used in Construction Inspection.

**Ability to:**

Read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; detect faults in construction materials, plans, specifications and

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workmanship; conduct field and lab testing; prepare test results; supervise, train and motivate assigned staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary Range:** Refer to Professional/Administrative Salary Schedule

**FLSA:** Nonexempt

**Employee Group:** Professional/Administrative, Local 39