

# CITY OF SIMI VALLEY

## **SUPERVISING PUBLIC WORKS INSPECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews and participates in the work of staff responsible for providing field inspections of public works projects including construction of streets, bridges, water systems, sewers, storm drain, subdivision and commercial street improvements, encroachment activities and grading; ensures conformance with City standard specifications and safety standards; and maintains records and prepares reports on projects inspected.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for providing Public Works Inspection for development, traffic, encroachment permits and capital improvement projects.
2. Establish schedules and methods for providing inspection services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the inspection team including providing technical direction and assistance to public works inspectors.
6. Oversee inspections to verify consistent interpretation and uniform application of inspection process.
7. Meet and confer with engineers, contractors, developers, the general public, and other public agencies to ensure compliance with applicable codes, ordinances and regulations.
8. Represent the City as NPDES construction subcommittee member for Regional Board Permitting.
9. Participate in the selection of inspection staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Participate in the preparation and administration of the public works inspection program budget; submit budget recommendations; monitor expenditures.
11. Oversee the work of soil engineers and geologists; ensure conformance with engineering specifications; perform routine materials and density field tests.

**CITY OF SIMI VALLEY**  
**Supervising Public Works Inspector (Continued)**

12. Monitor contractors, sub-contractors and developers through all phases of construction to insure compliance with all City standards and municipal code requirements.
13. Oversee work of staff responsible for taking samples of materials for examination or analysis by laboratories; review tests of construction material.
14. Prepare detailed documentation of construction progress and inspection; prepare various reports on daily operations and activities.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works construction.
16. Conduct final inspections; review as built drawings; compile final inspection correction list and inspect corrections.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles of supervision, training and performance evaluations.
- Occupational hazards and standard safety practices.
- Public works inspection procedures.
- Principles of soil and geological conditions.
- Asphalt mix and proper paving and testing functions.
- Concrete and masonry construction.
- Underground conduit construction.
- Construction methods, materials and terminology.
- Material control procedures.
- Basic civil engineering principles and practices.
- Basic mathematics including metric conversion, algebra, geometry, and trigonometry as applied to construction inspection work.
- Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
- Read and interpret plans and specifications.

**Ability to:**

- Supervise, organize and review the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Ensure adherence to safe work practices and procedures.
- Perform skilled inspections of a variety of public works projects.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Make basic mathematical computations rapidly and accurately.
- Operate a computer and applicable software applications.
- Enforce necessary regulations with firmness and tact.
- Understand and enforce NPDES requirements.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized and technical training in the building and construction trades.

**Experience:**

Three years of experience performing public works inspection duties including one year of administrative or lead supervisory responsibility.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Indoor and outdoor environments; travel from site to site; exposure to inclement weather conditions; work around heavy construction equipment; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work or inspect in water, underground, and/or confined spaces.

**Physical:** Sufficient physical ability to walk, stand, bend, stoop, or climb for prolonged periods of time; work with and around equipment and machinery; moderate or light lifting and carrying; operate motorized vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.