



CITY OF SIMI VALLEY

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, conducts field inspections of public works projects including construction of streets, bridges, water systems, sewers, subdivision and commercial street improvements, landscape maintenance, encroachment activities and grading; ensures conformance with City standard specifications and safety standards; and maintains records and prepares reports on projects inspected.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

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. Inspect work quality and materials used in a variety of public works projects during various stages of construction and/or reconstruction including construction of streets, bridges, water systems, sewers, subdivision and commercial street improvements, landscape maintenance, encroachment activities and grading; check line, grade, size, elevation and location of structures; ensure compliance with applicable specifications, codes, ordinances and regulations.
2. Monitor work of staff responsible for taking samples of materials for examination or analysis by laboratories; review tests of construction and landscape material including asphalt, sand, gravel, concrete and aggregate base; monitor draining, cleaning and disinfecting distribution reservoirs.
3. Monitor the work of soil engineers, geologists and horticulturists; ensure conformance with architectural and engineering specifications; perform routine materials and density field tests.

4. Inspect traffic signal construction and installation including cameras, detection loops, interconnect equipment and street light installation to ensure conformance to appropriate standards.
5. Inspect underground utility construction including sewer and storm drainage, trenching, shoring, dewatering, bedding for pipe, manhole construction, trench backfill and testing; oversee decision making for connecting, testing, tapping, disinfecting and installing water mains.
6. Inspect street surface improvements including survey staking, subgrade preparation, soil stabilization, spreading and rolling of asphalt and resurfacing of curbs and gutters.
7. Prepare detailed documentation of construction progress and inspection; prepare various reports on daily, weekly, monthly and yearly operations and activities.
8. Perform cost control; recognize potential cost increases and provide alternatives, recommendations and solutions.
9. Observe work during progress and upon completion; recommend progress payments and enter into pay books as necessary; confer with developers, contractors, superintendents, inspectors, and owners; ensure that safety procedures are followed; advise contractors of changes in plans and variances; collect water, soil and plant tissue samples for analysis as necessary.
10. Monitor contractors, sub-contractors and developers through all phases of construction to ensure compliance with all City standards and municipal code requirements; monitor incoming messages regarding dig alert and respond as appropriate when assigned.
11. Assist in the administration of the City's cross connection program.
12. Conduct final inspections; review as built drawings; compile final inspection correction list and inspect corrections.
13. Represent the City's needs and requirements to developers, contractors, and engineers; review plans and specifications to gain familiarity with construction and maintenance projects.
14. Confer with property owners regarding project schedule, hazards and inconvenience; schedule service interruptions with the least interference and least inconvenience to property owners.
15. Coordinate work and interact with other City staff, departments and outside agencies.
16. Respond to various requests from developers, contractors, engineers, team members and the public.
17. As assigned, drain and recharge water mains.

18. Respond to citizen inquiries/complaints regarding public works, development and landscape projects.
19. Prepare various inspection reports as required; maintain files, records and reports regarding inspection activities and findings.
20. Assist in developing specifications for future contracts; gather quantity information for contract bids and billing.
21. Perform related duties as required.

When assigned to Waterworks:

22. Monitor draining, cleaning, and disinfection of distribution reservoirs.
23. Oversee decision-making for connecting, testing, tapping, disinfection, and installation of water mains.
24. Collect water samples for analysis.
25. Drain and recharge water mains.
26. Respond to Underground Service Alert Notifications

When assigned to Landscape:

27. Inspect work performed by contractors in the landscape division, involving plant, turf, tree and water management and landscape construction and installation.
28. Monitor irrigation system computers.
29. Inspect irrigation construction and testing.
30. As assigned, inspect, drain and recharge irrigation main lines, water mains and irrigation backflows.
31. Review landscape sites to determine water needs.

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:

- Methods and techniques of public works inspection.
- Principles of soil and geological conditions.
- Asphalt mix and proper paving and testing functions.
- Operational characteristics of soil testing equipment.
- Storm drain construction and testing functions.
- Traffic control practices.
- Construction principles, practices and terminology.

Landscape design and plant care.
Plant pests and diseases.
Horticultural and arboricultural practices and applications.
Irrigation systems.
Connecting, testing, tapping, disinfecting and installing water mains.
Backflow systems.
Draining, cleaning and disinfecting distribution reservoirs.
Applicable laws, regulations, codes, ordinances and policies governing public works construction.
Basic civil engineering principles and practices.
Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.
Read and interpret plans and specifications.
Determine if construction systems conform to City Code requirements.

Ability to:

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.
Train, communicate and negotiate with contractors.
Read and interpret engineering plans and specifications.
Interpret contract specifications.
Read and interpret landscape plans and designs.
Utilize standard office equipment including computers and applicable software applications.
Make basic mathematical computations rapidly and accurately.
Enforce necessary regulations with firmness and tact.
Evaluate the water needs of a plant or planted area and adjust irrigation schedules accordingly.
Understand and enforce NPDES requirements.
Drain and recharge water mains in a safe and efficient manner.
Perform water sampling duties.
Perform heavy manual labor.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
Work independently with minimum supervision.
Establish and maintain effective working relationships with those contacted in the course of work.
Respond to and assist with emergency repairs and scheduled work after normal business hours.

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:

Two years of responsible experience involving the construction and maintenance of public works or water facilities, depending on area of assignment.

License or Certificate:

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

If assigned to the Waterworks Division, certification as a Water Distribution Operator Grade D2 issued by the State of California Water Resources Control Board is required. Possession of, and ability to maintain, certification as a Water Distribution Operator Grade D3 is required within 18 months of employment.

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 equipment and 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.

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Johnson & Associates

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