

CONSTRUCTION INSPECTOR SERIES

Definition:

Under general supervision performs a variety of technical field service inspection duties for public works and/or water utility construction projects including streets and roads, sidewalks, storm drains, sewer installations and capital improvement projects; inspects for National Pollutant Discharge Elimination System (NPDES) devices; assures compliance with Federal, State of California and local codes and standards and contractual provisions; reviews plans and specifications and performs related work as required.

Class Titles

**Construction Inspector
Construction Inspector - Water**

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Reviews plans and specifications and inspects construction project sites for conformance with a variety of plans, specifications and regulations.

Inspects, observes, measures and tests materials used in street, sanitary sewer, curb, gutter, sidewalk and storm drain construction for conformance with plans and specifications.

Observes, measures and examines subgrade material placement, compaction, trenching, excavating, shoring, bedding and backfilling and inspects forms for alignment and grade.

Checks field grades for conformance to plans and specifications.

Handles contractor certified payroll records in compliance with the Davis-Bacon Act.

Prepares and maintains a variety of records and reports related to activities and scheduling.

Inspects and may test aggregate, base and pavement for correct materials and proper technique of application, thickness, and density.

Inspects pipe laying for alignment, grade jointing and fittings.

Inspects concrete work including curbs, gutters, cross-gutters, sidewalks, drive approaches, vaults and catch basins.

Inspects sewer lines for alignment, grade and leakage.

Inspects the installation of utility access covers, valves, street lights, utility poles, guard panels, signs and signals for proper location and type.

Maintains records of type of materials used, quantities, costs, change orders and acceptance orders involved in contract work performed for the City.

Acts as a liaison between the Engineering Department, contractors and public utilities.

Performs pressure tests related to irrigation systems.

Inspects for NPDES devices as appropriate.

Uses survey/measuring equipment and basic hand tools and a camera.

Operates a personal computer and uses applicable software.

Lifts and moves tools and equipment and other items weighing 50 pounds or less.

Drives a vehicle on City business.

Additional Essential Duties and Responsibilities for Construction Inspector - Water:

Inspects, observes, measures and tests materials used in water line construction for conformance with plans and specifications.

Reviews fire hydrant tests for pressure and flow capacity.

Inspects water lines for alignment, grade, and leakage.

Other Duties and Responsibilities – Both Classes in this Series:

Performs other projects/tasks as assigned.

Class Characteristics:

Construction Inspector is a multi-incumbent class series in the Engineering Department. Incumbents perform a wide variety of construction related inspection duties requiring independent judgment and initiative with a limited amount of direction/supervision. Construction Inspector – Water performs the full range of Construction Inspector duties plus additional duties related specifically to water utility construction and other water utility issues.

Contacts and Relationships:

Both classes in this series establish and maintain contact with other Engineering Department staff and have substantial interaction with construction contractors, property owners and their representatives. Contact with the public will occur during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:

Knowledge of:

English usage, spelling and grammar.

Basic construction inspection principles, methods, materials, equipment and safety practices.

Basic construction techniques.

Materials and methods used in street paving, laying sewer pipes, pipe and pipe joint manufacture, cement, asphalt, concrete and brick laying methods

Construction related math to include algebra, geometry and trigonometry.

Basic soil mechanics and grading practices.

Computer applications as they relate to area assigned.

AND

Ability to:

Understand and interpret blueprints, engineering plans, specifications and applicable codes.

Detect and locate faulty materials/construction.

Make accurate mathematical calculations to include volumes, ratios and spatial relationships.

Prepare accurate engineering and other related records and reports.

Communicate effectively orally and in writing in English.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

Understand and carry out oral and written directions.

Use independent judgment and initiative and make sound decisions in accordance with established procedures and policies.

Perform a variety of technical tasks with limited supervision.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited community college with major course work in mathematics, engineering or a related field.

AND

Experience:

Three years of responsible experience performing a variety of construction inspection work to include some experience inspecting streets, sewers, storm drains and grading.

Special Requirements Include – Both Classes in this Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs. This series is subject to overtime.

The City of Fullerton's Conflict of Interest Code requires that the Construction Inspector and Construction Inspector – Water file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Special Requirements – Construction Inspector – Water:

A valid and appropriate Water Treatment and/or Distribution Operator Certificate at time of appointment and throughout employment in this position.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

A valid Water Treatment and/or Distribution Operator Certificate.

Physical Tasks and Working Conditions Include the Following:

Work is performed both in an office environment and on-site in the field. When work is performed outdoors there is exposure to the elements. An incumbent uses a computer, keyboard and related equipment, survey/measuring equipment including basic hand tools and drives a vehicle on City business. An incumbent sits, stands, walks, reaches, bends, grasps, kneels, crouches, twists, climbs stairs, ladders and inclines, crawls through narrow spaces, works in confined spaces, lifts, pushes, pulls and drags equipment and other items weighing 50 pounds or less, lifts and carries items weighing 30 pounds or less and works with hand tools and equipment at or above shoulder level weighing 20 pounds or less. In the field an incumbent may walk on slippery/uneven slopes and surfaces, be exposed to extreme noise, damp conditions, grease/oil, construction fumes, solvents, chemicals, dust, electrical hazards, extreme vibration and vehicular traffic. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised December 2007

Revised August 2004

Construction Inspector – Water Established August 2004

Revised October 1967