

CITY OF RIVERBANK
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, such as para-professional engineering, office and field work involving inspection, field testing, and surveying; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; 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 that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including field inspections of a wide variety of public and private construction projects related to City facilities and private development, as well as ensuring that construction work is completed in conformance with applicable standards, plans, specifications and City ordinances. This classification is alternatively 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 in the Construction Inspector series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents are responsible for inspecting, observing, measuring, and testing materials utilized in construction of public facilities, such as streets, parks, storm drains, sidewalks, facilities, and other construction, to assure compliance with City standards, codes, and specifications. This class is distinguished from the next lower classification of Construction Inspector I by the performance of the more complex and difficult duties of the work unit and the exercise of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Construction Inspector I

Receives immediate supervision from the Assistant Public Works Director or Director of Public Work/City Engineer depending on assignment. Incumbents in this class do not routinely exercise supervision.

Construction Inspector II

Receives general supervision from the Assistant Public Works Director or Director of Public Works/City Engineer depending on assignment. May exercise functional and technical supervision over lower level classes.

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

- Inspects the construction, repair or alteration work on major projects; observes and measures materials used in streets, parks, gutters, curbs, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities, and other City capital projects; takes samples and arranges for laboratory tests; performs final inspection upon completion of project.
- Prepares and processes progress payments for contractors; prepares daily construction reports; maintains general job records; reviews plans and specifications of assigned projects; responds to complaints related to construction activities at the counter and over the phone.
- Prepares a variety of reports and logs; submits monthly time reports; drafts letters to contractors
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; assists as survey party member; responds to questions and concerns from the general public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, 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, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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

Two years of experience in construction, inspection, public works maintenance, or the performance of related work, and a high school diploma or equivalent. College level course work in engineering or construction management is desirable.

Construction Inspector II

In addition to the above, two years experience equivalent to a Construction Inspector I in the City of Riverbank.

License/Certificate:

Construction Inspector I

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of certification as a Registered Construction Inspector issued by the American Construction Inspection Association is required within six months.

Construction Inspector II

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of certification as a Registered Construction Inspector issued by the American Construction Inspection Association is required.

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

Knowledge of:

Construction materials such as concrete, asphalt, and piping; principles, practices, methods, and materials used in public works construction; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and 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.

Ability to:

Read, understand, and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; 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.

Skill to:

Operate a variety of tools used in construction inspection; operate an office computer and a variety of word processing and software applications.