Public Works Inspector

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class are responsible for enforcing contract stipulations, regulations, specifications, and codes relating to public works construction projects.

Public Works Inspector, Trainee - 30000227

Distinguishing Characteristics

The Public Works Inspector, Trainee is distinguished from the Public Works Inspector in that it is the entry level responsible for participating in on-the-job training in order to acquire and maintain proficiency in the knowledge and skills needed to perform the tasks of Public Works Inspector.

Typical Duties/Examples of Work

1. Assists with and learns to review engineering plans, specifications and contract documents related to a wide variety of civil construction projects; assists with and learns to comment and make timely recommendations and reports during pre-construction period; assists with informing contractors of requirements.

2. Assists with and learns to inspect and report on public works projects, such as pipeline, structure and street construction, for quality of workmanship and material, for proper line, grade, slope, placement, and for adherence to stipulations and specifications, including ensuring contractor, personnel and public safety.

3. Assists with and learns to inspect for proper methods of construction; assists with and learns to handle complaints relative to projects; checks for proper dimensions, quantities, and proper use of materials; learns to interpret plan requirements such as survey stakes and controls for projects; verifies accuracy and consistency with plans and drawings; assists with interpretation and relays changes to contractor during construction.

4. Assists with and learns to perform inspection of construction curbs, sidewalks and pavement for proper grade and slope; checks forms for proper alignment and surfacing; checks crown before and after surfacing material has been laid down; inspects gravel, concrete mixes, and joint material going into pavement for quality.

5. Assists with and learns to conduct inspection of manufacture and construction of pipeline. Learns to interpret specification requirements for contractors. Assists with and learns inspection of line and grade for pipeline placement of thrust anchors and concrete footings. Assists with and learns inspection of back-fill and cleanup, structural steel work including welding, sandblasting, and application of protective coatings.

6. Assists with and learns inspection of construction of pumping stations, including installation of equipment; checks amounts and types of materials and installations used; makes progress reports; learns to make recommendations to supervisor for modifications or alterations; assists with and learns inspection of underground utility installations for conformity to plans.

7. Assists with and learns final walk-through and measurement of work preformed; learns to ensure correctness and create payment documents; learns proper methods and procedures for testing of materials.

8. Responds to calls to work during emergencies.

9. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: construction equipment and practices

Ability to: establish and maintain effective working relationships with a diversity of others; interact effectively, to problem solve and partner with citizens, community groups and/or contractors

Skill in: understanding and retaining oral and written construction-related information and instructions; reading and comprehending technical documents such as construction plans, specifications, contracts, procedure manuals, and inspection reports; math; oral and written communications

Special Requirements

Valid state driver's license

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99.
This class is composed of the following classes:
3149 Public Works Inspector Trainee Adopted: 10-29-93
Revised: 07-11-94 (Revised Other Requirements)
June 2009 - Change Job Class number from 3149 to 30000227, due to system change.

Public Works Inspector - 30000228

Distinguishing Characteristics

The Public Works Inspector is distinguished from the Trainee levels in that it is the fully qualified journey inspector conducting independent field inspections. It is distinguished from other classes of inspectors by the focus on public works projects.

Typical Duties/Examples of Work

1. Reviews engineering plans, specifications and contract documents related to a wide variety of civil construction projects; comments and makes recommendations and reports during pre-construction period; informs contractors of requirements.

2. Inspects and prepares daily reports on public works projects, such as pipeline, structure and street construction, for quality of work and material, for proper line, grade, slope, placement, and for adherence to stipulations and specifications, including ensuring contractor, personnel and public safety.

3. Inspects and prepares daily reports on methods of construction utilized by contractors. Investigates complaints relative to projects; checks for proper dimensions, quantities, and proper use of materials. Interprets plan requirements such as survey stakes and controls for projects; verifies accuracy and consistency with plans and drawings. Discusses, explains, interprets and relays changes to contractor during construction.

4. Inspects and prepares daily reports on the construction of curbs, sidewalks and street and other pavements for proper grade and slope. Checks forms for proper alignments and surfacing; checks crown before and after surfacing material has been laid down; inspects gravel, asphalt and other concrete mixes, and joint material going into pavement for quality.

5. Inspects and prepares daily reports on the manufacture and construction of pipeline, interpreting specification requirements for contractors; inspects line and grade for pipeline placement of thrust anchors and concrete footings; inspects back-fill and cleanup; inspects structural steel work including welding, sandblasting, and application of protective coatings.

6. Inspects and prepares daily reports on the construction of pumping stations, including installation of equipment; checks amounts and types of materials and installations used; makes progress reports and recommendations to supervisor for modifications or alterations; inspects underground utility installations for conformity to plans.

7. Provides final walk-through and measurement of work performed; ensures correctness and creates payment documents; arranges for and monitors testing of materials.

8. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: administration of construction public works contracts; construction processes methods, processes, materials and their use, characteristics, preparation and/or installation; construction specifications and standards. Characteristics and capabilities of construction equipment; construction surveying practices and requirements; safety practices to be followed during construction; quality standards and test methods for construction materials

Ability to: interact effectively, to problem solve and partner with citizens, community groups and/or contractors; establish and maintain effective working relationships with a diversity of others

Skill in: reading and interpreting survey notes and performing survey-related computations. Reading and interpreting construction plans, specifications, codes, laws and contracts; math calculations associated with the computation or estimation of construction progress, dimensions, quantities and costs. Maintaining construction records; documenting daily construction activities and writing related reports; drafting; tools used in construction inspection. Establishing and maintaining effective working relationships with construction personnel, equipment operators, supervisors and crews, contractors

Special Requirements

Valid state driver's license

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99.
This class is composed of the following classes:
3150 Public Works Inspector I. Adopted 01-18-77 Revised 09-16-86, 06-05-89
June 2009 - Change Job Class number from 3150 to 30000228, due to system change.

Public Works Inspector, Senior - 30000229

Distinguishing Characteristics

The Public Works Inspector, Senior is distinguished from the journey level in that it provides lead direction, training and assignments to other inspectors or is regularly assigned to inspect public works projects that have a higher level of complexity. Typically these projects have tight schedules, involve extensive coordination among many stakeholders, and have high visibility and an increased level of community involvement.

Typical Duties/Examples of Work

1. Attends project preparation, design reviews and pre-construction conferences; reviews plans and specifications; inspects project site to determine features, and anticipated construction problems; recommends design changes, and reviews cost estimates.

2. Works closely with property owners, contractors, and utility representatives to coordinate project, secure necessary clearances, and assists construction manager in resolution of impending issues and problems; attends job-site meetings.

3. Observes and checks for contractor compliance with construction safety measures; provides guidance to office and field staff to ensure contractor correction of unsafe conditions.

4. Directs final inspection work on major construction projects which involve the efforts of several or more inspectors or involve greater complexity, coordination, schedule sensitivity, and/or a high level of publicity and community involvement.

5. Assists in providing training and technical assistance to new and less experienced inspection personnel.

6. Provides input into making assignments and provides lead direction to inspectors.

7. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge: of safety practices to be followed during various and multiple construction processes

Ability to: interact effectively, to problem solve and partner with citizens, community groups and/or contractors; establish and maintain effective working relationships with a diversity of others

Skill in: reviewing and interpreting current construction technology methods, materials, and applicable specifications; maintaining construction records; writing

reports, business letters, and specifications; leading and scheduling field personnel; leadership of others

Special Requirements

Valid state driver's license; Confined Space Certification; OSHA Safety training

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:
3151 Public Works Inspector II Adopted 01-18-77
Revised 09-16-86, 06-05-89
Revised: 4-26-04: Clarified that senior level can be either a lead worker or be assigned to higher level projects. Outlined characteristics of higher level projects.
June 2009 - Change Job Class number from 3151 to 30000229, due to system change.

Working Conditions

Work in this class is typically performed in an office and field environment. Incumbent is typically required to negotiate rough terrain; to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic and confined spaces.