

CLASS SPECIFICATION
Public Works Inspection Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes and supervises a unit of employees engaged in public works construction inspection activities; administers related service contracts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Public Works Inspection Supervisor is distinguished from Public Works Inspector by having supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, supervises, and evaluates the work of assigned technical and paraprofessional staff conducting field construction inspection activities in support of a City bureau's public works construction work program.
2. Reviews construction plans and specifications, obtaining clarification of questionable items and reviewing extensive or complex aspects with engineering or project manager to obtain information to plan the inspection activities.
3. Assigns inspection projects, establishing or adjusting work priorities and allocating available personnel resources according to availability and expertise.
4. Monitors work in progress, providing necessary technical advice or direction to inspectors, resolving problems or differences of opinion in the field, as needed, and inspecting on a sample basis to ensure application of consistent and appropriate inspection standards and techniques.
5. Coordinates inspection unit activities with other work units, bureaus and agencies to avoid duplication or conflicting scheduling; takes initiative to resolve problems and negotiate mutually agreeable solutions.
6. Determines the need for contract inspection services, preparing work specifications and recommendations, overseeing activities of contractors and reviewing results for compliance.
7. Recommends items for inclusion in budget, determining anticipated personnel or contract service needs.

8. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets, monitoring performance and providing coaching for performance improvement and development.
9. Recommends disciplinary action, up to and including termination, to address performance deficiencies in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
10. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City and bureau missions, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Construction methods, materials, standards, equipment, plan and specification formats, codes, regulations and laws, including Americans with Disabilities Act (ADA) provisions, and safety regulations and work practices.
2. Laboratory testing standards for evaluation of construction materials and methods.
3. Construction site surveying principles and practices.
4. Principles of effective supervision, evaluation and training, motivation and discipline, and personnel procedures.

Ability to:

1. Plan, organize and supervise the work of office and field employees who individually and independently perform a large and varied number of public works construction inspection assignments.
2. Perform mathematical calculations involved in project costing, project scheduling and completion estimates.
3. Read, interpret and apply complex construction plans, specifications, detail maps, codes and applicable laws and regulations, including the Portland Standard Specifications.
4. Work in a variety of demanding construction sites, inclement weather and terrain conditions.
5. Direct, control and evaluate the work of construction inspection personnel.
6. Communicate effectively orally and in writing, preparing clear, concise and accurate technical reports and other documents.
7. Establish and maintain effective working relationships with diverse groups and individuals encountered during work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and five years of construction inspection experience, with at least one year as a supervisor of multiple employees; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3152 PUBLIC WORKS CONSTRUCTION/INSPECTION SUPERVISOR. Adopted: 01-18-77;

Revised: 07-01-92, 02-18-97

June 2009 - Change Job Class number from 7662 to 30000690, due to system change.