

**CLASS SPECIFICATION**  
**Public Works Inspection Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes and manages a section responsible for public works construction inspection for a major public works bureau; develops construction standards and specifications; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Public Works Inspection Managers are responsible for planning, directing, managing and integrating the work of a large public works inspection section. Incumbents develop and implement bureauwide construction inspection policies and procedures. Incumbents are also responsible for developing construction specifications, standards and site safety procedures. Assignments require a broad understanding of public works construction methods and practices as well as construction contract administration and owner controlled insurance programs.

Public Works Inspection Manager is distinguished from Public Works Inspection Supervisor in that the former position has responsibilities for: managing a large work unit, complex inspection activities, and inspection policies and procedures bureauwide; and developing construction specifications, standards and safety procedures.

**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, manages, and evaluates the work of assigned technical and paraprofessional staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; 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.
2. 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.
3. Assigns inspection projects, establishing or adjusting work priorities and allocating available personnel resources according to availability and expertise.
4. Develops and administers section budget and develops staffing plans, budgets and contract service needs.

5. Monitors work in progress; provides necessary technical advice or direction to inspectors; resolves problems or differences of opinion arising in the field; and develops and ensures application of consistent and appropriate inspection standards and techniques.
6. Coordinates inspection section activities with other work units, bureaus and agencies to avoid duplication or conflicting scheduling; takes initiative to resolve problems and negotiate mutually agreeable solutions.
7. Determines the need for contract inspection services; prepares work specifications and recommendations; oversees activities of contractors; and reviews results for compliance.
8. Develops construction specifications related to constructability and safety.
9. Develops and monitors practices and procedures related to construction site safety; oversees the implementation of procedures for monitoring contractor safety plans for owner-controlled insurance programs.
10. Participates in a leadership role in bureau construction safety committees and may participate on management oversight committees for owner-controlled insurance programs.
11. Represents the City in meetings with businesses, contractors and the general public.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Construction methods, practices, 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. Principles of effective supervision, evaluation and training, motivation and discipline, and personnel procedures.
3. Construction contract administration including processes, standards and specifications.
4. Laboratory testing standards for evaluation of construction materials and methods.
5. Construction site surveying principles and practices.
6. Principles and practices of program management and administration.
7. Safety practices and procedures and owner-controlled insurance programs.

### **Ability to:**

1. Plan, organize and manage the work of a large section 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.
8. Develop and write specifications related to constructability and construction site safety.
9. Develop and manage budgets.
10. Represent the bureau in construction matters with other agencies, contractors and the general public.

**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; five years of construction experience at the foreman/superintendent level and five years of construction inspection experience, with at least two years 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.

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**Class History:**

Adopted: 12-22-04

June 2009 - Change Job Class number from 7663 to 30000691, due to system change.