



CITY OF CALEXICO

CLASS TITLE: PROJECT INSPECTOR

MONTHLY: \$4,438 - \$5,394

RANGE: G-38

BASIC FUNCTION:

Under the direction of the City Manager, inspect public land development, utility installation and relocation, traffic control, concrete and asphalt, work site and a variety of other construction projects to assure compliance with established laws, codes, regulations, ordinances, plans, specifications, standards, safety requirements and procedures; identify and determine appropriate response to compliance issues and project violations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Inspect public land development, utility installation and relocation, traffic control, concrete and asphalt, work site and a variety of other construction projects to assure compliance with established laws, codes, regulations, ordinances, plans, specifications, standards, safety requirements and procedures; assure compliance with permit requirements.

Identify and determine appropriate response to compliance issues and project violations; provide recommendations and approval concerning project compliance, violations and corrective actions; investigate and determine quality of materials and workmanship during the inspection process; review and interpret technical reports, maps, drawings, plans and specifications.

Provide consultation to City personnel, developers, contractors, public utility agencies and the public concerning construction projects, inspections, compliance and related matters; respond to inquiries and provide detailed and technical information concerning related specifications, standards, requirements, issues, laws, codes, ordinances, regulations, policies and procedures.

Inspect and coordinate utility installations and relocations within the City Right-of-Way; inspect work sites and traffic control within the City Right-of-Way for safety compliance; inspect sub-grade condition for concrete and asphalt placement; inspect mix placement of and finish concrete and asphalt placement.

Inspect streets, man-holes, underground sub-structures, valves, fire hydrants, curbs, gutters, driveways, retention basins, storm drain lines, sewers, catch basins and waterlines to assure proper construction and installation and compliance with established requirements; conduct pressure, elevation and compaction tests; observe and assure proper trench digging; assure proper use of disinfectants in waterlines.

October 2006

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Compile information and prepare and maintain a variety of records, sketches and reports related to construction projects, inspections and assigned activities; photograph and maintain detailed information concerning construction sites.

Communicate with City personnel, administrators, contractors, developers, staff, various outside agencies and the public to exchange information and coordinate activities; respond to questions and complaints from the public related to assigned inspection functions.

Operate a variety of equipment including a copier, digital camera, computer and assigned software; drive a vehicle to conduct work.

Attend and participate in a variety of pre-construction meetings as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, standards, practices, methods, materials, equipment and safety requirements of public construction, utilities and facilities inspection.

Applicable City, State and federal law, regulations, policies and procedures
City ordinances, codes and permit requirements.

Principles and practices of public land development and construction.

Construction, utility and land development plans and specifications.

Building permit policies and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Research methods and report preparation techniques.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment including a computer and engineering software.

Record-keeping techniques.

ABILITY TO:

Inspect public land development, utility installation and relocation, traffic control, concrete and asphalt, work site and a variety of other construction projects to assure compliance with established codes, ordinances, plans, specifications, standards, safety requirements and procedures;

Identify and determine appropriate response to compliance issues and project violations.

Provide recommendations and approval concerning project compliance, violations and corrective actions as appropriate.

Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Review and interpret technical reports, maps, drawings, plans and specifications.

Provide consultation concerning construction projects, inspections, compliance and related matters.

Inspect streets, man-holes, underground sub-structures, valves, fire hydrants, curbs, gutters, driveways, retention basins, storm drain lines, catch basins and waterlines.

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Determine appropriate action within clearly defined guidelines.
Operate a computer and assigned software.
Work independently with little direction.
Operate standard office equipment including a computer and engineering software.
Meet schedules and time lines.
Plan and organize work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years construction, inspection or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate various equipment.
Hearing and speaking to exchange information in person.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials and inspect sites.
Walking.

HAZARDS:

Exposure to dust and fumes.
Working around and with machinery having moving parts.