

CITY OF LATHROP
CONSTRUCTION INSPECTOR III

*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, performs the full array of duties assigned in the Construction Inspector series, including the most complex para-professional engineering, office and field work involving inspection in the public right-of-way, field testing and surveying; serves as technical expert in assigned field providing customer service to the public and other departments; provides responsible professional assistance to the Construction Superintendent, Senior Construction Manager, City Engineer or the Director of Public Works; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Construction Inspector III** is the advanced journey level class in the Construction Inspector series in which incumbents are considered highly skilled in making inspections and enforcing codes and regulation, and are responsible for inspecting, observing, measuring and testing materials utilized in construction of public facilities, such as streets, parks, storm drains, sidewalks, water, wastewater, street lighting, 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 II by the performance of the most complex and difficult duties of the work unit and the exercise of higher-level responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Senior Construction Manager, Director of Public Works, or designee. Incumbents in this class do not routinely exercise supervision over lower level classes.

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

- Assists in planning, coordinating, prioritizing, and participates in the work assigned to the construction inspection division; discusses job progress with supervisor and ensures that inspections are performed according to City standards; may assist in providing training to new employees; monitors work sites and projects to ensure safe work practices, work quality and accuracy.
- Performs most complex inspections of the construction, repair or alteration work on major capital improvement and infrastructure projects; observes and measures materials used in street, parks, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities and other City Capital Improvement 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 formal construction reports and activity logs; submits biweekly time reports; developer project billing and drafts letters to contractors.
- Demonstrates a full understanding of applicable laws, policies, procedures and work methods associated with assigned duties; assists as survey party member; responds to questions and concerns from the general public.
- Serves as a technical advisor to City management staff and officials, public utility agencies, and members of the public; serves as a liaison to developers and construction groups assigned to private and public capital projects; serves as a resource for other inspectors in all codes and their application.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Performs other duties as assigned.

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 III**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible construction inspection experience in the public right-of-way, and a high school diploma or equivalent, supplemented by specialized coursework in pre-engineering or construction technology.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Construction materials such as concrete, asphalt and piping; principles, practices, methods and materials used in public works construction; methods and techniques of project management; 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:

Plan and organize assignments to meet deadlines; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; 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.