



City of Larkspur Public Works Inspector

DEFINITION

Inspects public works construction projects in various stages of construction for conformance with approved plans and codes; processes and issues encroachment permits; answers questions concerning construction requirements; makes field inspections on a variety of public and private construction projects in conformance with applicable standards, specifications, and City ordinances; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Public Works Inspector is responsible for the day-to-day operation of public works inspections. The Public Works Inspector reviews plans, specifications, and calculations for conformance to regulations.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Director of Public Works/City Engineer. Although there are no direct reports, responsibilities may include providing project-based task direction to technical and/or administrative personnel. The Public Works Inspector may exercise technical and functional supervision over lower level technical engineering staff and consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Include but are not limited to the following:)

- Inspects public works construction projects for conformance with applicable standards, codes, plans, specifications, ordinances, and regulations; plan checks and reviews plans and specifications in accordance with construction standards and ordinances for a variety of public works construction projects
- Reviews quantities and quality of materials being used in a variety of public works projects during various stages of construction; inspects grading, paving, sidewalks, curbs, gutters, storm drains, lot grading, and other construction including storm drainage, trenching, shoring, dewatering, bedding for pipe, manhole construction, trench backfill and resting
- Inspect underground utilities. The City is responsible for storm drains and underground facilities for street lights and traffic signals. In addition to inspection of installation of these facilities, provides inspections of right-of-way impacts of other utilities' installations including water, sewer, communication and electrical facilities.

- Inspects building permit construction activities for erosion and sediment control measures per the City's Phase II Stormwater permit.
- Notes defects in construction and interprets applicable codes and ordinances for contractors and the general public.
- Observe work during progress and upon completion and throughout warranty periods as may be required; recommend progress payments and enter into pay books as necessary; confer with developers, contractors, superintendents, inspectors, and owners; ensure that safety procedures are followed advise contractors of changes in plans and variances.
- Coordinate and communicate with project stakeholders including homeowners, resource and utility agency representatives throughout construction activities.
- Monitor contractors, subcontractors and developers through all phases of construction to ensure construction progresses in a timely and safe manner and in accordance with rules, regulations and permit conditions.
- Provides general information regarding code requirements.
- Reviews, drafts conditions for, Issues, inspects and closes out encroachment permits.
- Prepares daily construction reports, progress diaries, and reports of public works construction activities; maintains records and reports of inspections.
- Maintains accurate as-built drawings for completed projects.
- Prepares correspondence; prepares monthly progress payments.
- Perform cost control; recognize potential cost increases and provide alternatives, recommendations, and solutions.
- Investigates and responds to complaints related to public works construction activities; may coordinate inspection assignments with other City departments and government agencies and utilities.
- Assist in developing specifications for future contracts; gather quantity information for contract bids and billing.

REQUIREMENTS

Knowledge of:

- Principles, terms and practices of civil engineering as applies to public works, including planning and development, design and construction, operation and maintenance.
- Construction materials, methods and equipment.
- Principles and Best Method Practices of Erosion and Sediment Control for building and civil construction sites and activities.
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- Engineering economics and specification and contract procedures.
- Cost estimating methods.
- Pertinent Federal, State and local laws, codes and regulations used in the design and construction of public works, traffic and related engineering projects.
- Safe work practices as they relate to the position.
- Computer engineering programs (Auto CAD, GIS (ESRI), Project Management and Microsoft Office (Excel, Word, Project, Power Point) applications.

- Standard administrative engineering office practices and procedures.

Skill and Ability to:

- Prepare and maintain complex technical records and reports. Review plans and documents for conformance to regulations.
- Perform the full range of engineering, drafting, and survey work. Prepare plans and specifications neatly and accurately.
- Understand, interpret and prepare legal property descriptions, engineering records and maps. Gather data and perform complex engineering computations.
- Understand and carry out oral and written directions. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to professional public works engineering practices to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

Possession of: Equivalent of a high school diploma and four years of related public works, surveying, or code enforcement experience.

In addition, qualified candidates must:

- Possession of a class C Driver's License
- Pass a physical exam as established by City Policy.

PHYSICAL WORKING CONDITIONS

- Prolonged standing, walking, kneeling, squatting and stooping, and gripping are required in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl; or to work in confined spaces.
- Geographic conditions in a field environment with potential exposure to loud noise, chemicals, fumes and other environmental substances; traverse uneven terrain; stand for long periods of time; work long or unusual hours as situations demand; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required to distinguish and identify sounds in a noisy environment.
- The employee is required to use repetitive hand movement and fine coordination for short periods when entering data and preparing reports using a computer keyboard.
- The employee is frequently exposed to outdoor weather conditions, slippery surfaces, uneven ground or floor surfaces, sudden changes and/or extremes in air temperature.

- The employee regularly works with chemicals; and occasionally works with: extreme noise or vibration; electrical, mechanical, chemical or explosive hazards; and hazardous waste.
- The noise level in the work environment is frequently loud.

OTHER:

FLSA Status: Non-exempt

Bargaining Unit: Larkspur Miscellaneous Employees

Association Approved by: City Manager Dan Schwarz

Date: May 9, 2019