CITY OF CHINO
Public Works Inspector

Definition:
Under general supervision, performs construction inspection for a variety of public works projects; and does related work as assigned.

Class Characteristics:
Public Works Inspectors perform the full range of construction inspection activities. This is the journey level position in this class series.

Essential Functions:
- Inspect road, water, sewer, and storm drain construction work performed under contract to the City, including earth moving operations, placement of base materials, paving, utility placement, culvert construction, placing and finishing concrete, landscaping, and construction of specialized facilities; enforce compliance with contract plans and specifications; compute estimates of contractor’s work in progress; interpret and coordinate contract provisions with contractor.
- Inspect sub-division construction work, including concrete placement, forms, reinforcing steel, consolidation, finishing and curing; construction of fencing/block walls; enforce compliance with contract plans, specifications, City standards and proper construction practices for work such as installation of water lines, sewer, utility conduits, landscape improvements, construction of storm drains, culverts, flood control channels, catch basins, junction structures, curbs, gutters, sidewalks, driveways, and streets; stipulate corrections and repairs necessary before final acceptance is made; insure proper placement and maintenance of signs, barricades and warning devices; and recommend to supervisor acceptance of public improvements in completed subdivisions.
- Inspect adjacent properties for damage from construction activity; coordinate inspections with other City departments; perform routine field tests; confer with City engineering staff on design problems encountered in the field.
- Coordinate with other City departments and utility agencies; maintain log books and records of inspection.
- Perform or oversee soil compaction tests; check materials to ensure compliance with job specifications; make calculations in the field.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City’s Mission Statement and Organizational Values.
Qualifications:
Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:
- High School Diploma or G.E.D. (required).

Experience:
- Four years of sub-professional engineering or journey level public works or heavy construction experience.

Considerable knowledge of:
- Principles, methods, materials, equipment, and safety hazards of construction.
- Applicable laws, regulations, codes, and departmental policies governing the construction of public works projects and sub-divisions.
- Accepted safety methods.
- Data processing systems/applications.

Working knowledge of:
- Mathematics including algebra, geometry, and trigonometry.
- Technical report writing and preparation of correspondence.

Ability to:
- Establish and maintain cooperative working relationships with engineers, developers, contractors, and the public.
- Exercise independent judgment.
- Inspect routine and moderately difficult construction and enforce compliance with plans, specifications, ordinances, and codes.
- Read and interpret engineering plans, blueprints, and specifications, records of survey, legal descriptions, and tract descriptions.
- Prepare clearly written correspondence and technical reports involving mathematical computations.
- Effectively schedule own workload and meet agreed-upon inspection times with contractors.
- Work safely and efficiently.
- Communicate clearly and concisely, both orally and in writing.
- Make mathematical computations rapidly and accurately.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Operate a computer and utilize a variety of software programs.
Special Requirements:
- Possess a California Driver License and a satisfactory driving record.
- Be available to work a 9/80 schedule, Monday – Friday, and may be required to work an adjusted work schedule including weekdays, weekends, evenings, and holidays, as needed to meet workload requirements.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:
Category II; 1, 3, 4, 5, 6, 7, 8, 12, 13, 15, 18, 19, 20, 22.
Link to description here

Employee Unit:
SBPEA (Professional, Technical and Clerical)