



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, storm drain, traffic and transportation 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 logbooks 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)
- College-level coursework in Public Works, Public Works Inspection, or related field (desirable).
- Traffic Signal Technician Level 1 certification from the International Municipal Signal Association (IMSA) (desirable).

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.
- Construction survey equipment and techniques.
- Main line construction practices and techniques.

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 the needs of the department.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II Moderate Physical Effort - Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

Physical Requirements:

- Moderate Lifting
Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Climbing
Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching
Reaching above the shoulders to place and/or retrieve objects.
- Walking
Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day).
- Standing
Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day).

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- Sitting
Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day).
- Agility
Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision, Acceptable for Driving
Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures
Works in temperatures sufficiently high or low to cause marked bodily discomfort.
- Fumes
Potential inhalation or contact with smoke, vapors, dust and/or gases.
- Work Environment - Outdoors
Ability to work outdoors in all types of weather conditions.
- Work Environment – Moving Objects
Ability to work around moving objects, machinery, and/or vehicles.
- Work Environment – Surfaces
Ability to walk on slippery or uneven surfaces.
- Heights
Ability to work on surfaces above 20 feet.

Employee Unit:

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932

Revised: 05/29/20

Replacing Public Works Inspector classification specification dated 05/23/18.