

JOB DESCRIPTION

City of Patterson



Human Resources

PUBLIC WORKS INSPECTOR I

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under close general supervision from a designated supervisor or manager, the Public Works Inspector I performs routine tasks and assignments while developing the knowledge and skills required to inspect work quality and materials used in a variety of public works and utility construction projects in public and private residential subdivisions, commercial and industrial projects and utility facilities; to inspect storm water and sewer collection system for regulatory compliance; to ensure that constructed improvements are in compliance with approved plans, specifications, conditions and regulations; and performs related work as assigned.

The Public Works Inspector I is the entry-level classification in the Public Works Inspector series. Under close to general supervision, incumbents perform routine tasks and duties, while learning the operating procedures and policies of the work unit and developing the knowledge and skills required for the performance of the full range of journey level duties of a Public Works Inspector II. The Public Works Inspector I and II classifications are flexibly staffed. Upon recommendation of the Department manager, positions in this classification advance to the journey level II classification after gaining the required experience and certifications, developing the proficiency to perform the full range of journey-level job duties and consistent exemplary job performance ratings.

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from designated supervisory and/or management staff; may receive technical guidance from a Public Works Inspector III.

This position does not exercise supervision of others.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Learns to inspect and evaluate City maintained improvements, new construction, and modifications, of various municipal and private structures such as utilities, storm, sewer, concrete structures and paving for conformance with specifications and regulations.

Learns to inspect construction improvements within city right-of-way of municipal buildings and facilities to ensure compliance with approved plans and specifications; observe construction work during progress and upon completion; notify project manager of any potential safety concerns, as needed.

Assists with inspections for City business license issuance, ensuring businesses have water meters, backflow prevention devices, grease interceptors, and appropriate landscaping; inspects and identifies any health and safety hazards.

Learns and assists with the review of plans and specifications of assigned projects.

Assists with walk-through inspections for project acceptance and warranty purposes; prepares punch list for construction projects; coordinates with contractors, builders, City Engineer and other City departments.

Learns and assists with inspections for the issuance of encroachment permits, grading permits, well destruction permits and fire hydrant use permits; ensures compliance with city requirements and standards and Environmental Compliance Programs (Storm Water, FOG, Water Conservation, Recycling, Pre-Treatment and Backflow/Cross-Connection).

Learns and assists with technical engineering duties such as: plan checking maps and construction plans; reviewing designs, construction estimates and contracts; and compiling miscellaneous reports.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of construction methods and techniques, principles and practices of work safety and traffic control, as applied to public works field activities; principles, methods, materials, equipment and practices related to inspecting and assessing the safety of a variety of engineering public works and private development facilities; basic mathematics as applied to construction methods and practices; principles of structure design and building construction; principles and practices of effective customer service.

Ability to: Understand and follow oral and written instructions; learn to perform inspection of materials and work quality used in a variety of public works and utilities construction projects and private subdivisions; learn to assess the quality of materials and work related to construction/modification of a variety of public works facilities; learn to recognize faulty materials, equipment, and workmanship; analyze construction plans, specifications and maps to identify construction issues and propose possible solutions; read, interpret, and analyze plans and conditions; inspect backflow protection devices, grease interceptors, water meters and construction sites for compliance with appropriate regulations; prepare clear and concise reports; maintain comprehensive records and reports effectively
operate a personal computer and use a variety of applicable software applications to enter and retrieve data and to prepare and maintain records and reports; be an integral team player, by being flexible, cooperative and communicative; read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly, concisely and effectively, both orally and in writing; establish and maintain effective working relationship with co-workers and general public.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check

Must be able to provide proof of U.S. citizenship or legal right to work in the United States

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills,

and abilities: Normally this would include:

Education: Must have a High School Diploma or GED equivalent.

Experience: One (1) year of responsible experience in public works related projects, maintaining public works improvements, or dealing with the public on relevant regulatory issues or programs.

License or Certificate: Possession of a valid California Class C driver's license

No certification requirements at this job level

MENTAL and PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The essential duties of this job require the ability to regularly know and understand all aspects of the job; prepare reports; know, understand, interpret and explain department and program policies, procedures, rules, codes, laws and operational procedures; observe, analyze, evaluate and solve code enforcement problems/issues, taking appropriate course of action; and to remember various inspection rules and codes.

Physical Requirements: On a daily basis, the essential duties of the job require the ability to stand, walk, hear and verbally communicate in person and on the phone; to use finger dexterity for grasping and fine manipulation to write, keyboard and use the telephone, and to maintain balance on slippery or moving surfaces; and to frequently sit for extended periods of time, , twist, stoop, kneel, climb and bend; and to push, pull, lift and/or carry job related materials weighing up to 50 pounds.

Environmental Conditions: Work is primarily performed in an outdoor environment requiring travel to various locations within the City of Patterson. Work is often performed around construction sites with exposure to inclement weather conditions, noise and dust. Administrative duties are performed in a standard office environment

FLSA Status: Non-Exempt

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