

## JOB DESCRIPTION

City of Patterson



Human Resources

## PUBLIC WORKS INSPECTOR II

### 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 general supervision from a designated supervisor or manager, the Public Works Inspector II performs the full range of duties related to inspecting work quality and materials used in a variety of public works and utility construction projects including projects in public and private residential subdivisions, commercial and industrial projects, and utility facilities; conducts inspections of storm water and sewer collection systems to ensure regulatory compliance; ensures that constructed improvements are in compliance with approved plans, specifications, conditions and regulations; and performs related duties as assigned.

The Public Works Inspector II is the journey-level classification in the Public Works Inspector series. Under general supervision, incumbents perform a full range of semi-skilled to skilled journey level work. Positions in this classification are normally filled by advancement from the entry-level classification of Public Works Inspector I. This classification is distinguished from the Public Works Inspector III in that the latter is the advanced-journey level classifications that performs more complex work related to the inspection of work quality and materials used in a variety of public works and utility construction projects and in regulatory compliance inspections of storm water and sewer collections systems; and may provide technical guidance to less-experienced Public Works Inspectors.

### SUPERVISION RECEIVED AND EXERCISED

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

This position does not routinely exercise supervision of others.

### ESSENTIAL DUTIES

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

Inspects and evaluates 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.

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

Conducts 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.

Reviews plans and specifications of assigned projects; attends and participates in pre-construction conferences as assigned.

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

Conducts 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 Program Inspections (Storm Water, FOG, Water Conservation, Recycling, Pre-Treatment, and Backflow/Cross-Connection).

Performs 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

**Working knowledge of:** Principles and practices of construction methods and techniques, including basic principles of construction inspection; principles and practices of work safety and traffic control, as applied to public works field inspection and regulatory compliance activities;

**Knowledge of:** 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 applicable to construction methods and practices; principles of technical engineering as applied to the mechanics of structure design, building construction and inspection; modern office equipment, methods, procedures and computer hardware and applicable software applications; principles and practices of effective customer service.

**Ability to:** Understand and follow oral and written instructions; perform inspection of materials and work quality used in a variety of public works and utilities construction projects and private subdivisions; assess the quality of materials and work related to construction/modification of a variety of public works facilities; 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:** Two (2) years of responsible experience inspecting public works related projects or maintaining Public Works improvements.

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

Possession of a Grade I Water Distribution Operator Certificate issued by the State Water Resources Control Board

Possession of a Grade I Water Treatment Operator Certificate issued by the State Water Resources Control Board

Possession of an American Water Works Association Backflow Tester Certification

## 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

**Developed:** November 2016

**Revised:** August 2022