

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Senior Public Works Inspector	<b>Job Family:</b> 3
<b>General Classification:</b> Professional	<b>Job Grade:</b> 31

**Definition:** To perform the most complex work involved in the inspection of work quality and materials used in a variety of public works construction projects and subdivisions to ensure conformance with approved plans, specifications, and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

**Distinguishing Characteristics:** This is the advanced journey-level class in the Public Works Inspector series. Positions in this class perform the more complex inspections requiring the use of considerable independent judgment and initiative. The Senior Public Works Inspector classification is distinguished from the Public Works Inspector I/II classes by the responsibility assumed for coordinating field inspection operations, providing training to less experienced staff, as well as for performing the more complex duties assigned to positions within this series. General supervision is provided by management and higher level professional engineering staff. Exercises indirect supervision over inspection staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist in supervision, scheduling, and coordination of assigned inspections.
2. Inspect work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specification, codes, and ordinances.
3. Provide training to inspection staff; ensure uniform application of the appropriate codes, rules, and regulations.
4. Review plans and specifications of assigned project; attend preconstruction conferences as assigned.
5. Inspect materials for identification and conformance to specifications.
6. Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation, and location of structures for conformance with specifications and regulations.

**Position Title:** Senior Public Works Inspector

Page 2 of 3

7. Take samples of materials for examination or analysis by laboratories; perform routine materials and field tests to assure material/workmanship quality.
8. Observe work during progress and upon completion; ensure that safety procedures are followed.
9. Monitor, inspect, and approve completion of work done under an encroachment permit; ensure that all specified conditions are met.
10. Record amounts of materials used and work performed; prepare necessary reports for progress payments.
11. Prepare activity records and reports.
12. Coordinate design alterations between City staff and the developer/or contractor.
13. Assist in the supervision, training, and evaluation of inspection personnel.
14. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles, methods, materials, equipment, and safety hazards of construction; applicable laws, regulations, codes, and departmental policies governing the construction of assigned projects; defects, and faults in construction; basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work; basic soil mechanics and geology; principles of engineering as applied to construction inspection; engineering mechanics of structures.

Ability to: Understand and interpret engineering plans and specifications and prepare accurate engineering records; deal firmly and tactfully with contractors, engineers, and property owners; communicate effectively, both orally, and in writing; detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied; analyze construction plans, specifications, and maps; prepare correspondence, and technical reports.

**Position Title:** Senior Public Works Inspector

Page 3 of 3

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible public works inspection experience or a closely related field; equivalent to the completion of the 12th grade supplemented by courses in civil engineering and construction management; BSCE may be substituted for two years of experience.

**Required Licenses or Certificates:** Possession of an appropriate valid California Driver License; Registration as a California construction inspector and possession of a Certified Public Infrastructure Inspector (CPII) are highly desirable.

Established: February 1985

Revised: May 2018

HRD/CLASS SPECS

Senior Public Works Inspector