

**CITY OF SOLANA BEACH**  
**PUBLIC WORKS INSPECTOR**

**DEFINITION**

Under general supervision, performs technical and field inspection work involving a variety of private land development and public works construction and improvement projects; performs related duties as required.

**CLASS CHARACTERISTICS**

Positions in this class perform journey-level inspections of public works sites for conformance to design, specifications and codes; advises and issues specific direction to contractors and developers in conformance with City requirements and public safety. Incumbents can exercise independent judgment in determining acceptance or rejection of work performed, stopping work for noncompliance and in negotiating change orders for engineering approval.

**ESSENTIAL FUNCTIONS**

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

Inspects private land development improvements and public works improvement and construction projects to include streets, curbs, gutters, storm drains, sewers, sidewalks, water lines, and related structures; inspects line, grade, size, elevation, and location of structures for conformance with City codes, standards, plans, regulations and specifications.

Determines if construction methods are in conformity with safety regulations; inspects and takes samples of construction materials for identification and to ensure conformance with specifications; reviews quantity of materials used.

Reports on work not in accordance with specifications and recommends work stoppage for noncompliance; prepares construction change orders; inspects adjacent properties for damage from construction activity.

Reviews plans and specifications of assigned project; explains and interprets requirements and restrictions; attends pre-construction conferences; meets with property owners regarding project schedules, inconvenience and hazards.

Coordinates activities with other City departments, utilities, developers, agencies, and the public; responds to inquiries and complaints; attends City and community meetings as needed.

Prepares written reports and keeps inspection logs; takes photographs; composes correspondence to contractors, engineers and developers; testifies in court when litigation is instigated.

Operates a city vehicle, computer and associated software, digital camera, and other equipment required in the performance of duties.

Prepares and maintains records of projects, activities and materials.

Provides vacation and temporary relief as required.

**QUALIFICATIONS GUIDELINES**

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- ◆ Two years of increasingly responsible construction inspection or para-professional public works engineering experience or related field.

Education:

- ◆ High school education or equivalent supplemented by college level construction, inspection or engineering courses.

Knowledge and Abilities

Knowledge of:

Methods and practices of public works inspections.

Methods, materials, equipment, and safety hazards of public works construction; construction defects, flaws and corrective measures.

Mathematics applicable to public works construction including basic trigonometry.

Nomenclature, symbols, methods, practices, techniques, and instruments used in engineering and mapping.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices and methods; computer equipment and applicable software, and other related equipment.

Techniques used in public relations.

Safe driving principles and practices.

Ability to:

Perform difficult and comprehensive inspections of varied public works projects at all phases of construction; apply proper inspection techniques; analyze complex field engineering problems and recommend appropriate solutions.

Determine quality, materials and workmanship through inspection and compliance with plans and specifications.

Interpret and apply the laws, codes, and regulations pertaining to public works construction and inspection; understand pertinent procedures and functions quickly and apply them without immediate supervision.

Read and interpret engineering and other technical plans, specifications, blueprints, and drawings; maintain accurate records; prepare clear and concise oral and written reports; perform accurate mathematical computations.

Confer and advise developers and contractors; use tact and diplomacy to ensure conformity of construction with the interest and safety of the public.

Establish and maintain cooperative working relationships; calmly handle complaints and problems.

Understand and follow verbal and written directions; work safely and efficiently.

Operate a vehicle, computer and associated software, digital camera, and other related equipment; observe legal and defensive driving practices.

Physical Requirement

The incumbent shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others. Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and various office equipment. Employees must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, crawl, talk, and hear. Must be able to use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Must be able to lift and/or move objects up to 50 pounds. Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibration, chemicals, and mechanical and electrical hazards; travel to different sites and locations; availability for overtime, on-call, or standby 24 hours a day.

Special Requirements

Possession of or ability to obtain an appropriate and valid California driver's license, and a satisfactory driving record.

Date Adopted: 05-01-01

