

City of San José
CLASS SPECIFICATION

Title: Construction Inspector I (3777)
Construction Inspector II (3778)
Associate Construction Inspector (3771)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

CLASS SUMMARY

Under direct supervision (Construction Inspector I, Construction Inspector II) or general supervision (Associate Construction Inspector), performs technical work in contract administration, materials testing, and technical inspection of public works projects which include the construction and maintenance of roads, airports, bridges, sewers, drains, and related infrastructure. Inspects methods and materials used in infrastructure projects. Determines the acceptability of materials used in construction projects. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a three-level flexibly staffed class, described as follows:

Construction Inspector I – This is the trainee level in the Construction Inspector classification series. Under close supervision, incumbents with basic construction trades experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform most duties required of the positions at the Construction Inspector II level but are not expected to function at the same skill level and exercise less independent judgment and initiative in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Construction Inspector II – This is the entry level class in the Construction Inspector classification series. Initially under close supervision, incumbents with basic construction inspection experience learn City public works construction inspection practices and procedures. Positions at this level are governed by established procedures that need to be learned, are not expected to function with the same amount of knowledge or skill level as positions allocated to the Associate Construction Inspector level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Associate Construction Inspector – This is the journey level class in the Construction Inspector classification series responsible for performing the full range of contract administration, materials testing, and construction inspection work in support of public works related operations, projects and programs. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Construction Inspector in that the latter is responsible for (i) serving as a project inspector on large and complex public contracts; (ii) inspecting a large number of public or private contracts; or (iii) supervising a materials testing program function.

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QUALIFICATIONS

Minimum Qualifications

Education and Experience

Construction Inspector I: Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate).

Construction Inspector II: Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of construction trades or construction inspection experience.

Associate Construction Inspector: Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND four (4) years of construction trades or construction inspection experience, including two (2) years in any combination of the following: construction or infrastructure inspection, drafting or reviewing plans and specifications, materials sampling and testing, traffic engineering, or surveying.

Acceptable Substitution

Completion of an Associate Degree in engineering technology, construction management or closely related field from an accredited junior college or two (2) years of college coursework in engineering technology or related subjects courses may be substituted for two (2) years of the construction trades or construction inspection experience.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.

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- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) For trainee and entry level (I/II-level) positions, the essential functions are limited and performed in a learning capacity. Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Inspects methods and materials used in the construction of streets, alleys, sidewalks, curbs, gutters, storm drains, catch basins, driveways, approaches, culverts, sewers, and landscaping for compliance with plans; reviews and interprets construction plans and specifications.	Daily/Several Times
2.	Performs complex tests in materials laboratory or at concrete or hot mix plants; acts as inspector at concrete or hot mix plants.	Daily/Several Times
3.	Inspects actual field construction from rough grading to finished paving of streets, including installation of storm and sanitary sewer systems, concrete structures, utility installations, street lights, and signal systems.	Daily/Several Times
4.	Determines the acceptability of materials, ensuring compliance with specifications and quality standards; researches and reviews records, logs, and data; runs statistical analysis procedures such as the moving average, standard deviation, and coefficient of variation.	Daily/Several Times
5.	Keeps up to date and accurate records of projects progress including data entry.	Daily/Several Times
6.	Observes and documents street sweeping to ensure contractual and specification compliance; monitors sweepers safe working practices; observes, documents and reports discrepancies in the physical environment that impede safe and effective street sweeping operations.	Daily/Several Times
7.	Schedules final inspections and recommends acceptance of projects.	Daily
8.	Performs field compaction tests on native soils, base rock, treated bases, and asphalt pavements using nuclear gauges.	Daily
9.	Reviews plan sets to verify or recommend changes to ensure that plans meet City standards or capture conditions on the project site that need to be changed, modified or included; identifies limits of paving, concrete work, or other items which need to be extended or included to deliver a finished product.	Daily
10.	Ensures conformance to OSHA safety regulations, including shoring of trenches, proper use of equipment and machines, and adequate public traffic control.	Daily
11.	Performs visual assessments to determine discrepancies on the roadways and quantify required materials to perform necessary repairs and allow engineering staff to estimate costs of pavement maintenance projects	Weekly

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12.	Coordinates electrical repair/improvement projects with Public Work Facilities.	Weekly
13.	May provide lead direction to entry level Engineering Technicians and other assigned personnel.	Weekly
14.	Processes, coordinates, and expedites all excavation permit applications.	Weekly
15.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to field inspection, possess ability to:

- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

CLASSIFICATION HISTORY Created 5/80, Rev. 4/97, Rev. 08/18; Rev & Retitled 02/23 (formerly Associate Construction Inspector); s002