

TITLE: CHIEF CONSTRUCTION INSPECTOR

DEFINITION: Under direction, supervises the engineering construction inspection of the City public works, harbor, gas distribution, and/or water/wastewater programs.

EXAMPLES OF DUTIES:

- Plans, supervises, organizes and assigns the work of Principal Construction Inspectors and Construction Inspectors assist with problems arising during construction;
- Inspects and approves, according to plans, specifications and contracts, all materials and construction work of the City's public works projects, harbor, gas distribution, and/or water/wastewater programs;
- Notifies the Project Engineer of any deviation in materials or construction from the plans, specifications or contracts as awarded;
- Assists in drafting specifications for public works, harbor, gas distribution, and/or water/wastewater projects and performs constructability reviews;
- Assists in settling disputes arising between contractors and the City during performance of the contracts and handles public complaints;
- Assists with the preparation of project budgets;
- Ensures proper documentation and maintenance of records as may be required by City policy and funding agencies;
- May act on behalf of the Division Manager during his/her absence;
- Formulates change orders;
- Expedites construction work by means consistent with the contract and with sound construction practices;
- Provides information to contractors, the general public, and coordinates work with other City departments;
- Prepares written administrative reports and oral reports for presentation to department, management, the City Manager, City Commissions, the City Council and other public agencies;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university with a major in Construction Management, Civil or Mechanical Engineering, or a closely related field;
AND

- Five (5) years of paid, full-time equivalent experience supervising the construction and/or performing the inspection of major public works, harbor, gas distribution, and/or water/wastewater projects. Experience must include one or more years in a position that requires supervision of others in the construction and/or inspection of public works, harbor, gas distribution, and/or water/wastewater projects of a complex nature.
- Additional experience may be substituted for the required college degree on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.
- Valid motor vehicle operator's license;
- Willingness to work evenings, weekends, irregular hours, and holidays as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction best practices, methods, procedures and materials;
- Ability to read and interpret engineering construction drawings and specifications;
- Knowledge of State Construction Safety Orders and Trench Construction Safety Orders;
- Knowledge of personal computer operations including spreadsheets, word processing, construction management, and scheduling and project management software;
- Ability to record and report data accurately;
- Ability to exercise supervisory responsibility;
- Ability to deal effectively and tactfully with others;
- Ability to communicate effectively both orally and in writing.

HISTORY:

Established: 09/08/1965

Approval/Adoption Date: 09/08/1965

Revisions: 12/16/2020

Civil Service Commission Approval: 12/16/2020