CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION

TITLE: CONSTRUCTION INSPECTOR I-II

DEFINITION: Inspects construction projects in the public right-of-way and insures that they are in compliance with the project plans and specifications including all applicable laws and regulations.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

Grade Level I: Journey-level; performs inspections on less complex projects the majority of the time;

Grade Level II: Regularly and routinely performs inspections on complex projects the majority of the time and may be assigned lead responsibility over Construction Inspector I's.

EXAMPLES OF DUTIES:

The duties may include, but are not limited to, the duties listed below.

- Inspects driveways, curbs, gutters, catch basins, man-holes, comfort stations, alleys, streets, storm drains, sewers, irrigation systems, landscaping, underground pipelines and utilities (e.g., oil, gas, water, and sewer pipe, electrical conduit and cable, telephone cable, etc), marine construction projects (e.g., wharfs, port facilities, docks, seawalls, pile driving, foundations, structural steel erections, etc.) and the construction, refurbishment, expansion and demolition of public buildings or other construction projects in the public right-of-way
- Insures that construction projects, including materials and workmanship, conforms to project plans and specifications;
- Measures for payment all work under each bid item and reviews, processes, and recommends payments for work in place;
- Interprets contract documents and resolves disputes or uncertainties with the contractor;
- Negotiates with the contractor the nature and cost of change orders and time extensions;
- Coordinates with project engineer project progress and change orders;
- Maintains complete project files and records including the preparation of daily progress reports;
- Insures that contract work is progressing in accordance with the agreed upon construction schedule;
- Insures that the contractors operations do not endanger public safety on and off site during construction;

CONSTRUCTION INSPECTOR I/II (continued)

- Deals with affected citizens to disseminate information, coordinate access to property, and resolve complaints or disputes with the contractor;
- Coordinates all survey activity and arranges for materials laboratory testing which may be required on assigned projects;
- May perform physical testing of construction materials (e.g., asphalt, concrete, aggregate, soil, plastic, plaster, etc.) to ensure compliance with specific standards;
- May provide oversight of contractor's forces on "time and material" extra work change orders, estimate quantities for extra work and verify lump sum price quotations for fairness and accuracy;
- May insure compliance with applicable labor regulations, minority business and equal employment requirements, and grant funding programs such as FAU, FAA AND CDBG;
- May act in a lead capacity over other Construction Inspectors on major projects;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Four (4) years of recent experience in the supervision or inspection of streets, roadways, bridges, or other public works or utility construction projects requiring a good knowledge of contract administration, safety requirements, subgrades, street and roadway construction, including pipeline and/or wharf construction, or closely related work;
- Two years of college course work in construction technology or civil engineering curriculum may be substituted for up to two years of required experience on a year-for-year basis;
- Ability to effectively communicate both orally and in writing;
- A valid motor vehicle operators license;
- Willingness to work weekends, holidays and overtime, as required;
- Positions assigned to the Gas Department must comply with the Anti-Drug Program as required by the Department of Transportation regulations.

HISTORY:

Approval/Adoption Date: 11/18/98

Revised: 12/14/73, 12/76, and 8/30/90

Consolidated Senior Construction Inspector with Construction Inspector II and graded: FY 1977.

Consolidated Materials Inspector with Construction Inspector I/II: 11/18/98