

CITY OF MADERA
CONSTRUCTION INSPECTOR I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full array of duties assigned to classes in the Construction Inspector series including preparing reports, taking samples and arranging for laboratory testing; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Construction Inspector I** is the journey level class responsible for making field inspections of a variety of public and private construction projects related to City facilities and private development, ensuring that construction work is completed in conformance with applicable standards, plans, specifications and City ordinances. An incumbent may advance to the next higher classification of Construction Inspector II upon meeting the employment standards for that class, recommendation of the Department Head, and approval from the City Administrator. This class is distinguished from the next higher classification of Construction Inspector II in that the latter is responsible for the more complex and difficult duties within the unit and may exercise supervision over assigned staff.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Associate Engineer, Assistant Engineer or the Construction Inspector II.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Inspects the construction, repair, or alteration work on major projects; observes and measures materials used in street, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction and underground improvements; street lighting systems, landscaping and landscaping irrigation systems; takes samples and arranges for laboratory tests; performs final inspection upon completion of project.
- Prepares and processes progress payments for contractors; prepares daily construction reports; maintains general job records; records as built plans; submits monthly time reports; reviews plans and specifications of assigned projects; drafts letters to contractors; responds to complaints related to construction activities at the counter and over the phone.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; assists as survey party member; responds to questions and concerns from the general public.

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- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Construction Inspector I**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in construction, inspection, public works maintenance or the performance of related work and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar; construction materials such as concrete, asphalt, and piping; principles, practices, methods and materials used in public works construction; applicable federal, state and local laws, codes and regulations including construction codes, manuals, specifications and related regulations; mathematics; drafting and mapping; occupational hazards and standard safety procedures.

Ability to:

Read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; understand, explain and apply applicable laws, codes and regulations; maintain daily records; respond to issues and concerns from the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.