

## CLASS SPECIFICATION



**CLASS:** Construction Inspector  
**ALLOCATION:** Community Development and Services Agency  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** July 2022

### **JOB SUMMARY:**

Under general supervision, ensures Public Works construction projects are in compliance with applicable laws, ordinances, standards, plans and specifications through the inspection of construction operations including capital improvement projects, land development projects, and the overall Public Works Department's field maintenance and operations of roadways, streets, bridges and drainage facilities, and parks; prepares and maintains job records, tracks contractor's work, and monitors construction; and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This is the entry level in the construction inspector series. This position reports directly to the Construction Manager. This class is distinguished from Senior Construction Inspector with the latter receives more complex assignments and may oversee the work of technical and/or clerical staff assigned to support the construction and inspection functions of Public Works projects.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Inspect the quality of public improvements including those of roadways, streets, bridges, drainage facilities, and parks performed by both the County and private contractors.
- Ensure conformance with plans, specifications, and applicable regulations.
- Inspect asphalt and concrete plant operations, the placing and compaction of trench backfill, preparation of forms, and the placing and tying of steel.
- Assist in surveying and measuring quantities of materials.
- Inspect public works construction and County infrastructure such as roads, bridges and related projects performed by private contractors and County crews for compliance with plans and specifications.
- Inspect preparation of sub-grade and the placing and compaction of rock base and asphaltic concrete.
- Coordinate and perform basic materials tests or takes and transports samples for testing by a contract laboratory.
- Prepare and maintain neat and accurate job records including quantities records, payment change orders, and all records necessitated by law; develop and update permanent files for County retention.
- Prepare reports as required.
- Assist in preparing and administering construction and consultant contracts.
- Analyze and make recommendations concerning the adherence to contract specifications.
- Review a variety of plans and designs to ensure conformance with codes and regulations and verifies calculations, quantities, accuracy and completeness.
- Perform difficult types of on-site construction inspections of public improvements including roadways, bridges, traffic signal installations, drainage systems and pumping plants.
- Review proposed projects for conformance with federal, state, and county requirements for development within floodplains.
- Issue permits and inspects encroachment, transportation, and land grading operations performed under County Permit.
- Review and recommend approval of payments to the contractor.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment in the course of the work.
- Drive a personal or County-owned motor vehicle to attend meetings and visit work sites.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Federal, state and local laws, rules and regulations governing engineering and construction practices.
- Principles and practices of construction inspection.
- Principles and practices of contract administration.
- Construction Change Order review and preparation.
- Construction project scheduling, cost estimating, materials, and claims analysis.
- Construction methods and techniques.
- Principles, practices and methods of Construction and Maintenance as applied to planning, development, design, construction, operation and maintenance of roadways and other public works; cost engineering.
- Principles and techniques of capital improvement design, construction, funding and long-term maintenance.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Safety practices, legal liabilities and responsibilities related to the work.
- Geographic features and locations within Yuba County.
- Various computer software programs used in construction management.

### **Skill in:**

- Performing field data collection and inspection work.
- Reading, reviewing, and interpreting engineering drawings, maps, plans and specifications, legal descriptions, regulations, survey data, and technical documents.
- Gathering and compiling data and information and preparing accurate technical reports and documents.
- Detecting poor quality building material and workmanship.
- Performing accurate mathematical calculations.
- Reviewing and approving the work of consultants and contractors.
- Maintaining complete and accurate records.
- Competently using relevant software, programs, and computer applications to import and export data.
- Interpreting, applying and explaining applicable codes and regulations.
- Communicating and working effectively with a variety of individuals, agencies and organizations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points made, and ask questions as appropriate for clarification.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; and observe and problem solve operational situations, technical policies and procedures.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish your work in a timely manner as established by regulations and local policy.
- Pay attention to detail and be thorough in completing work tasks.
- Deal tactfully and effectively with contractors, engineering firms, workers, and the general public, and others contacted in the course of the work.
- Communicate clearly and concisely, both orally and in writing.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual

dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Mobility to inspect construction sites involving trenches, embankments, climbing ladders and uneven terrain.
- Strength and stamina to walk for long periods of time and conduct field inspections and investigations.
- Perform physical activities that require considerable use of arms and legs, and moving your whole body, such as climbing, lifting, walking, stooping, kneeling, crouching and crawling.
- Strength and mobility to lift and/or maneuver up to 50 pounds.
- Frequently required to drive a County or personal motor vehicle to attend meetings and visit work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work is performed both in the office and in the field at various job sites throughout Yuba County.
- Work outdoors in all weather conditions.
- Exposure to potential hazards at various construction sites.
- The work may require extended hours, weekends, holidays, evenings or irregular hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to graduation from high school and three years of broad and varied experience performing construction inspection activities or any combination of education and experience that provides the required knowledge, skills, and abilities.

**PREFERRED:** In addition to the minimum, additional years of professional public agency experience in a public works department which has included contract administration.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

EEOC: C  
WC: 9410

Established: July 2022  
Revised: