



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: March 2005**

### **CHIEF CONSTRUCTION INSPECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To supervise and coordinate construction inspection program operations and activities within a section of the Construction Inspection Unit of the Technical Services Division; to supervise the work of staff responsible for performing field inspections of construction work related flood control, water storage, distribution, and other facilities; to coordinate assigned activities with other divisions, outside agencies and the general public; to ensure compliance with plans, specifications, and construction contracts; and to provide highly responsible and complex staff assistance to higher level management staff.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over technical staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Coordinate the organization, staffing, and operational activities for construction inspection programs including field inspections of construction work related flood control, water storage, distribution, and other facilities.
2. Participate in the development and implementation of goals, objectives, policies, and

- priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
  4. Direct, coordinate, and review the work plan for assigned construction inspection services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
  5. Arrange for survey and materials testing services in support of inspection activities; ensure services comply with contract provisions.
  6. Review and verify work performed in the field; make field inspections and approve construction work; review and approve inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confer with subordinate inspectors, engineers, and contractors regarding contract interpretation, materials, or methods that deviate from the specifications and ensure that appropriate measures are taken.
  7. Review, interpret, and approve a variety of technical construction documents including plans and specifications, storm water pollution prevention plans, change orders, and associated documentation; ensure verification of all change orders, contract claims, and progress payments.
  8. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
  9. Provide staff assistance to higher level management staff; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
  10. Coordinate construction inspection activities with those of other divisions and outside agencies and organizations.
  11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field on construction inspection.
  12. Perform related duties and responsibilities as assigned.

## QUALIFICATIONS

### *Knowledge of:*

Operational characteristics, services, and activities of a comprehensive construction inspection program.

Modern and complex principles and practice of construction inspection.

Drafting, surveying, and engineering practices and terminology.

Mathematical principles including algebra and geometry.

Confined space regulations and procedures as they pertain to construction projects and District facilities.

Hazardous material regulations and procedures as they pertain to construction projects and District facilities.

Public works construction inspection methods and techniques.

Methods, materials, equipment, and techniques used in the construction of flood control and water storage and distribution facilities.

Safety precautions pertaining to the work.

Principles of supervision, training, and performance evaluation.

Contract administration principles and practices.

Computers and supporting word processing and spreadsheet applications.

Pertinent federal, state, and local laws, codes, and ordinances.

### *Ability to:*

Supervise and coordinate construction inspection services.

Supervise, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Interpret and explain District construction inspection policies and procedures.

Read and interpret plans, specifications, maps, drawings, contracts, and work orders.

Perform accurate mathematical calculations.

Inspect flood control and water supply projects for conformance with plans and specifications and for progress payment authorization.

Prepare clear and concise reports.

Organize and prioritize work assignments.

Maintain and update various files.

Use sound independent judgment within established guidelines.

Read, interpret, and apply laws, ordinances, and technical written materials.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

### *Experience and Training Guidelines*

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience

Five years of increasingly responsible experience in construction inspection involving large-scale and complex construction work including one year of lead worker experience.

#### Training

Equivalent to completion of the twelfth grade supplemented by college level course work in engineering or a related field.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting. Must obtain appropriate hazardous materials and confined space certification.

### **WORKING CONDITIONS**

#### **Environmental Conditions**

Office environment; travel from site to site; work closely with others; may be required to remain on call and work after hours.

#### **Physical Conditions**

Essential functions may require maintaining physical condition necessary for sitting, walking, and standing for extended periods of time.