

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	INSPECTOR I
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To perform a variety of duties related to review and inspection of public infrastructure improvements.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Public Works Director.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Make field inspections of public infrastructure improvement projects to ensure compliance with applicable codes, ordinance, infrastructure agreements, and regulations.
- Review plan to ensure compliance with City requirements and issue appropriate permits and/or approvals.
- Investigate and enforce violations of City construction codes and related laws.
- Review and inspect building construction, alteration, or repair.
- Make field inspections of construction and public infrastructure improvement projects to ensure compliance with applicable codes, ordinances, infrastructure agreements, and regulations.
- Review plans to ensure compliance with City requirements.
- Develop, coordinate and monitor traffic control plans and coordinate corrections if necessary.
- Prepare various activity reports and keep records; maintain as-built notes for each set of plans.
- Investigate and enforce the more complex violations of City construction codes and related laws.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

### **Knowledge of:**

- Construction and inspection techniques.
- Construction codes and related laws.

- Building review and inspection.
- Principles and practices of technical and functional supervision and training.
- Principles, methods, materials, equipment and safety hazards of construction inspections.
- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.
- Pertinent local, State and Federal laws, rules and regulations related to area of assigned responsibilities.
- Mathematical calculations.
- Practices of identifying defects and faults in construction.
- Soil mechanics and geology.
- Materials sampling and procedures for estimating.
- Engineering mechanics of structures.
- Methods and practices of record keeping.
- Modern office procedures, methods and computer equipment including financial software.

**Ability to:**

- To learn building review and inspection.
- Understand and follow oral and written instructions.
- Hear telephone and radio voice communications.
- Exercise independent judgment and work with a minimum of supervision.
- On a continuous basis, analyze operations of construction projects in the field; identify underground service alert; interpret maps and reports; know how to perform underground work and other construction; and observe safety precautions.
- Intermittently, sit while studying or preparing reports; walk around job sites; kneel and bend while reviewing infrastructure; climb in and out of trenches; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.
- Detect and locate faulty materials and construction flaws and determine stage of construction where defects where defect occurred and seek remedy.
- Address issues from contractors, engineers, and members of the public in a professional manner.
- Perform duties related to the performance of construction inspections.
- Work with a wide variety of customers, the public, and others in a respective and effective manner to resolve problems or complaints.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

- One (1) year experience in public improvement infrastructure inspections or completion of approved training courses in Public Works Infrastructure Inspections.

10/17