CITY OF FOLSOM

CONSTRUCTION INSPECTOR SUPERVISOR

DEFINITION

Under general direction, plan, organize, direct, coordinate, supervise, and evaluate the Construction Inspector activities, including the inspection of workmanship and materials used in the construction of public and private projects and conformance of public and private construction projects with applicable laws, ordinances, standards, plans, specifications, and departmental regulations.

SUPERVISION EXERCISED

This class provides direct and indirect supervision to lower level personnel for a preponderance of the time.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plan, direct, and supervise the Construction Inspectors and other staff engaged in inspection and related support activities.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Recommend and implement unit goals, objectives, policies, and procedures.
- Research new construction methods and materials and disseminate information.
- Respond to complex inspection problems and interpret related construction codes.
- Review plans of upcoming construction projects and provide feedback and suggested revisions to plans.
- Track warranties on projects and schedule walk-throughs with the developer to correct any defects and release maintenance bonds.
- Coordinate construction inspection activities with other City departments, divisions, external agencies, and utilities.
- Prepare statistical and narrative reports on construction inspection operations and activities.
- Confer and meet with property owners, developers, and/or contractors regarding complex issues related to construction activities, such as contract disputes or problems.
- Resolve issues and complaints from the public relating to construction projects.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of supervision, training, discipline, and performance evaluation.
- Construction management and inspection requirements of all construction projects.
- Proper inspection techniques to examine construction workmanship and materials for defects and faults.
- Materials, methods, regulations, and requirements related to the construction and installation of civil improvements (streets, gutters, storm drains, culverts), and other related facilities associated with public projects.
- Mathematics, including algebra, geometry, and trigonometry.
- Tools, surveying instruments, and equipment used in the construction of public projects.
- Soil conditions, types, and formations.
- Applicable laws, regulations, codes, and departmental policies governing the construction of assigned projects.
- Technical report writing.
- Safety rules, regulations, and practices applied to construction areas and office spaces.
- Modern office methods, practices, procedures, and computer equipment.
- Common word processing, spreadsheet, and database software.

Ability to:

- Supervise, train, discipline, and evaluate subordinates.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments.
- Apply technical knowledge and follow proper inspection techniques to detect and locate faulty materials and workmanship at a stage of construction in which defects are most easily remedied.
- Understand and interpret engineering plans and specifications.
- Prepare and maintain records relating to public and private projects.
- Operate a personal computer and other electronic equipment, including field entry devices and cellular phones.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two (2) years of full-time experience performing duties of a Construction Inspector III OR

Education:

An associate's degree in construction management or construction supervision and inspection from an accredited college or university or completion of a two-year certificate program.

Experience:

Five (5) years of full-time sub-professional engineering experience or journey-level land development, parks, utility, or public works construction experience, including two years of full-time supervisory or lead work experience over lower level personnel.

Substitution:

Additional qualifying experience can substitute for the required education on a year-for-year basis.

<u>License, Certificate, Registration Requirements:</u>

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

ACIA Division 4, Public Works certification is required.

Physical Requirements:

Work is performed in a typical office environment on a year-round basis, with occasional field visits. (1) Mobility; occasional standing for long period of time; occasional bending and squatting. (2) Lifting: occasional lifting up to 50 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: occasional grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent coworker contact; frequent working alone. (7) Environmental: occasional exposure to loud noise; occasional exposure to chemicals, fumes, and other environmental substances.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:

Workers Compensation Code

Bargaining Unit: