

CITY OF LAKE ELSINORE
ENGINEERING INSPECTOR

Union / Non-exempt

*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 within the position.*

DEFINITION:

Under general supervision, performs inspections of public works projects, subdivisions, and other construction improvements requiring permits and inspections; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level class performing construction inspections on a variety of construction projects including streets, sidewalks, sanitary sewers, storm drains, underground pipes and conduits, and other public works structures.

SUPERVISION RECEIVED/EXERCISED:

Supervision is received from the City Engineer/Engineering Manager.

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

- Conducts inspections of grading, underground utilities, sidewalks, curbs, gutters, paving, irrigation systems and other construction to ensure compliance with standards, plans, and specifications; ensures all proper materials, compaction, and backfill methods are used.
- Records/logs all progress made in construction and the materials used; prepares and maintains written and oral progress reports, daily and weekly field notes, sketches, and drawings and notes of telephone communications.
- Prepares pay sheets and monthly progress payment reports; coordinates change orders and negotiates prices; issues stop orders when necessary.
- Responds to oral or written communication and/or complaints regarding construction work on city facilities; enforces safety regulations; provides advice to the general public and contractors in complying with construction requirements.
- Issues encroachment permits; reviews drawings and plans.
- Reviews contractor payrolls to ensure compliance with governing wage and hour regulations.
- Has contact with contractors, developers, citizens and City employees.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Employee works indoors and outdoors. There is considerable exposure to hazardous conditions at work sites due to uneven terrain, unfinished structures and various types of vehicular traffic. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports, plans, drawings, and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper and documents weighting up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 an Engineering Inspector. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma, supplemented by courses in civil engineering or certification as a Public Works Inspector, and two to three years of experience in public works construction projects.

License/Certificate:

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

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

Knowledge of:

The principles and practices related to design, construction, and maintenance of streets, sidewalks, drainage structures, and other public facilities; the methods, equipment, and materials used in the construction of public facilities and in the testing of construction materials.

Ability to:

Read and interpret detailed construction plans and specifications in order to ensure compliance with approved plans and specifications; detect and locate defective materials and workmanship during the progress of a construction project and evaluate the course of action to be taken to remedy the defect in order to bring the construction into compliance with the plans and specifications; perform manual tasks involving physical strength and continuous outdoor activity; communicate effectively, both orally and in writing; establish and maintain effective working relationships with associates as well as employees of private organizations and the general public; prepare and maintain accurate records; operate a computer, calculator, and other various inspection equipment.

Skill to:

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