



Town of Moraga

Senior Construction Inspector (Private Development)

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***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 of incumbents within the position.

Established: August 26, 2015
Employee Group: Moraga Employees Association
FLSA Status: Non-Exempt

CLASSIFICATION DESCRIPTION

Purpose

Under minimum supervision, the position provides journey-level inspection assistance to the Town by managing all stages of construction on subdivision and private developments; inspects public works streets, highways, bridges, parks and related construction projects for compliance with plans and specifications; performs related duties as required.

Distinguishing Characteristics

This class is a journey level class responsible for inspection of all grading and public improvements on private developments in the Town. Incumbents act as resident inspectors on assigned projects; work independently to plan and organize their work; review is periodic, usually upon employee initiative when important problems, significant changes from past procedures, or policy implication questions are involved. The work may involve projects that require considerable technical knowledge and independent judgment.

Equipment, Methods and Guidelines

Uses Federal, State, County and local laws, policies, procedures, practices, building codes and civil engineering standards, standard plans and specifications; personal computer for word processing, spreadsheets, time card entry, and similar applications; motor vehicle, hand levels, pocket scales, engineering tapes, calculators, printer, copier, telephone, personal protective equipment, hand tools, and engineering and survey equipment. Uses knowledge of construction administration, scheduling, and budgeting; construction methods and means; and surveying principles, equipment, and practices.

Working Conditions

Office and inspection site environment in all types of weather. Work may involve inconsistent work schedules to accommodate construction activities and may include work during weekends, holidays, and overtime as required.

Physical Demands

Exposure to extreme hot or cold temperature; works around moving machinery; exposure to marked changes in temperature/humidity; exposure to dust, fumes, smoke, gases, odors, mists,

or other irritating particles; exposure to toxic or caustic chemicals; exposure to excessive noise; exposure to radiation or electrical energy; exposure to solvents, greases, or oils; exposure to slippery or uneven walking surfaces; working below ground and in confined spaces; exposure to vibrations; exposure to flames or burning items.

Supervision Received and Exercised

Receives general direction from the Public Works Director/Town Engineer and Senior Civil Engineer.

EXAMPLES OF DUTIES

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

1. Inspects a variety of private development projects for conformance with specifications, Town ordinances and regulations including but not limited to grading, drainage and storm systems, storm water treatment measures, trench placement and backfill, erosion and sediment controls, streets, landscaping, irrigation, street lighting, and traffic signal systems.
2. Inspects construction work in progress, reviews construction materials to ensure compliance with specifications, plans and standards; and inspects construction to ensure compliance with Town and other agencies' requirements.
3. Inspects construction site grades and provides for test of construction materials such as sand, gravel, concrete pour, and aggregates; and coordinates materials testing and construction survey activities.
4. Reviews construction plans, specifications, encroachment permits and other plans affecting assigned projects; and ensures project work conducted within the public right-of-way complies with approved traffic control; approves field adjustments and stops or rejects construction work.
5. Prepares and maintains various records and reports concerning assigned projects, job status and progress, and work activities; prepares field notes, diaries, and as-built drawings using electronic devices and resources; and makes field measurements of quantities in place.
6. Meets and discusses construction details and problems with contractors and other agencies; identifies and recommends the approval of necessary contract and/or design adjustments to accommodate field conditions; and coordinates with design engineer, contractor, plan reviewer, manufacturer, and/or supplier to resolve design changes, errors, or deficiencies; and prepares and monitors the correction of project deficiencies.
7. Provides information to the general public on construction methods, materials, and specifications and permits; researches and responds to complaints; and evaluates work in progress for compliance with public safety standards.
8. Provides excellent customer service; attends community meetings to present Town projects or respond to questions regarding development applications; confers and coordinates with those within or outside the Town staff and provides written and oral responses to a variety of inquiries and problems regarding municipal engineering policies, procedures, and standards.

QUALIFICATIONS

Knowledge and Abilities

- Thorough knowledge of the principles and practices of construction inspection and associated technical, legal, financial, and public relations issues.

- Skill at listening, responding to appropriate input, and modifying construction to reflect concerns and suggestions from other Town staff, appointed officials, and community members.
- Thorough knowledge of the materials, methods, and techniques in the supervision, design, and construction of private development projects.
- Extensive knowledge of local, State, and Federal laws related to public works.
- Ability to monitor and manage construction programs, activities, goals, and objectives.
- Knowledge of techniques for effectively representing the Town in contacts with the public, architects, engineers, developers, contractors, community groups, and representatives of various agencies.
- Knowledge of current practices with relevant technological advancements as it relates to field.
- Skill in computers and various software applications.
- Skill in communicating effectively in English both orally and in writing, especially with contractors.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to read and interpret construction drawings and specifications and identify discrepancies or conflicts within documents.
- Ability to analyze and recommend solutions to complex engineering problems.
- Ability to determine priorities and manage multiple tasks, often with competing deadlines.
- Ability to understand, interpret and apply complex guidelines.
- Ability to effectively utilize computer applications and technology related to the work.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Experience: Six (6) years of increasingly responsible private development inspection. Experience desired in construction, materials testing, surveying, and/or public sector.
- Education: Equivalent to a high school diploma. Desired college-level course work in construction management, engineering, or related field.

License or Certificate

Failure to possess or maintain the valid required registration and license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- A Public Infrastructure Inspector Certification or equivalent as approved by the Public Works Director/Town Engineer may be required before probationary period is complete.
- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.
- Desired Storm Water Practitioner Certification or California General Contractor's License.