

SENIOR CONSTRUCTION INSPECTOR

Approved: January 2024

FLSA: Exempt

Unit: AFSCME



Definition
With general direction, performs complex inspections at various stages of construction, alterations, and repair of industrial, commercial, residential and public building sites making sure construction is safe; assigns work to, monitors performance of, and assists with the most complex inspections; ensures conformance with approved plans, specifications, standards, permits, licensing, and safety standards; performs basic plan checking of projects, provides a variety of information to property owners and contractors; provides guidance to the Permit Technicians; performs related work as required.
Supervision received and exercised
Receives general supervision from the Assistant Public Works Director. Provides direct supervision of the Construction Inspectors. May provide technical and functional direction to consulting inspectors.
Class characteristics
This is a supervisory classification in the Public Works Department. Incumbent is able to perform the full scope of duties required. Positions require prior inspection experience and supervisory ability. Incumbents serve as liaison between technical staff, public and clerical staff to facilitate private development inspection and capital improvement program constructability review and construction inspection requiring tact, organization and customer service skills. This class is distinguished from Construction Inspector II in that it is responsible for technical and functional supervision of lower-level staff. Incumbent is capable of performing the most complex duties assigned to the division.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none">• In addition to performing the duties of a Construction Inspector, supervises and assists the Construction Inspectors in their daily work; evaluates performance; gives direction as needed; provides guidance on how to improve service and ways to maintain consistency in inspections.• Arranges the daily inspection schedule for all Construction Inspectors, assessing priorities and balancing workload and considering any special requirements; evaluates assigned work projects; assists in development of work plans, procedures and schedules.• Ensures inspectors are providing consistent interpretations of engineering and construction standards, rules and regulations.• Identifies training needs; sources and/or provides training to assigned staff and assists inspectors with troubleshooting and performing more complex inspections.• Records completed inspections in the City's database, responding to questions from homeowners and contractors in finalizing information, completing final inspection and closing out the project.• Conducts field inspections of large, complex or unusual residential and commercial construction.• Schedules appointments with contractors, developers, and property owners for inspections at various stages of construction.• Provides information to contractors, developers, and property owners regarding inspection requirements.• Conducts punch list walks and approves final inspections.• Receives and responds to inquiries, requests for assistance and complaints regarding division and department projects, policies and procedures.• Confers with and provides information to property owners, contractors, and others regarding public works requirements; attends pre-construction meetings; resolves complaints and problems.• Conducts follow-up inspections to ensure compliance; establishes and maintains accurate records and files.• Prepares and maintains a variety of correspondence, reports, correction notices, and other written materials.• Documents inspection results and pulls finalized projects for future electronic storage.• Assists the Permit Technician at the front desk with response to construction inquiries from the general public.• Performs minor plan checking for small construction and remodeling projects, reviewing calculations and specifications, and compliance with codes.• Receives requests for inspections and answers questions from customers and residents regarding construction projects within the City of Menlo Park.• Performs other duties as assigned.

Qualifications

Knowledge of

- Principles and practices of supervision and training.
- Principles and practices in general construction, electrical and mechanical systems.
- Principles, methods, materials, equipment and safety hazards of construction
- Basic mathematics, including algebra, geometry, and trigonometry
- Materials sampling, testing, and estimate procedures
- Ability to understand real property legal descriptions
- Record keeping principles and procedures.
- City and department policies and procedures.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures governing the construction of assigned projects.
- Methods of effective supervision and related labor laws.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Plan, schedule, train, evaluate and direct work of assigned staff.
- Inspect the work of others for proper completion and quality.
- Coordinate and conduct training programs for staff.
- Perform the most complex inspections including those involving large-scale commercial properties.
- Understand and interpret plans and specifications and prepare accurate project records.
- Deal firmly and tactfully with contractors, co-workers, members of the public, and property owners.
- Provide supervisory direction to the other construction Inspectors, overseeing their work, giving guidance, and ensuring consistency across the inspections performed.
- Learn departmental methods, practices and procedures.
- Read and interpret construction plans, diagrams and specifications.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- Advise on standard construction methods and requirements for residential, commercial and industrial buildings.
- Understand and follow complex oral and written instructions.
- Establish and maintain accurate logs and records.
- Perform required mathematical computations with accuracy.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, and departmental policies governing the construction and inspection of assigned projects.
- Collect, interpret and analyze office and field inspection data accurately.
- Handle inspections that are complex, highly technical, or difficult either due to the project itself or the customer.
- Organize and schedule work tasks and assignments to meet established deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and experience

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

- Seven (7) years of experience in construction, inspection, paraprofessional engineering or the performance of related work and preferably including an bachelor's degree in civil engineering, construction engineering or a related field.

Licenses and certifications

- Possession of a valid California driver's license and a satisfactory driving record.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

Environmental elements

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.