

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: CONSTRUCTION INSPECTOR I**

**DEPARTMENT: PUBLIC WORKS – CONSTRUCTION MANAGEMENT &  
INSPECTION**

**BASIC FUNCTION:**

Under general supervision, to inspect public and private construction projects for compliance with approved engineering standards; and to do related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Inspector I is the entry level class in the inspection series. Positions in the class perform the more routine inspections as incumbents develop inspection techniques, procedures, and record keeping practices. Advancement to the Inspector II class is contingent upon acquiring and demonstrating the knowledge and abilities necessary to perform journey-level inspection effectively.

**KEY RESPONSIBILITIES:**

Conduct routine inspections of private development grading, private development improvements, public improvements, right-of-way permits and public construction projects, inspecting materials and workmanship to ensure compliance with approved plans and specifications; inspect conditions prior to the start of construction, during construction, and upon completion.

Provides administrative oversight and field inspection services for various disciplines of work including, but not limited to; potable water, recycled water, sewer, storm drain, roadway, street lights and signals, traffic & mobility; parks.

Reviews assigned project plans, specifications, and submittals with city staff and consultants on assigned construction projects; Makes recommendations on modifications to the plans.

Where assigned, act as inspector and assist in administration of contracts for construction projects; submit recommended change orders; review, prepare, and submit pay estimates.

Oversees, inspects, and ensures the safe and proper installation of potable and recycled water transmission lines, distributing mains, and services; including related structures, equipment, appurtenances, pump stations, pressure reducing stations, disinfection, testing, and hydrostatic testing.

Oversees, inspects, and ensures the safe and proper installation of taps, valves, hydrants, manholes and related appurtenances and structures.

Coordinates, monitors and inspects the disinfection/chlorination of newly constructed facilities to ensure that regulations are followed.

Oversees, inspects, and ensures the safe and proper installation of sewer mains, trunk lines, services, lift stations, including related structures, equipment, and appurtenances.

Schedules and coordinates shutdown of city and district facilities affected by repairs or connections and ensures all facets of shutdown and connections/repairs comply with District standards and specifications.

Oversees, inspects, and ensures the safe and proper installation of storm drain systems.

Inspects and determines that facilities constructed within the city are in compliance and conformance with the approved plans, specifications, rules, regulations, and performance standards.

Check rough and finish grading; installation of sewer mains and laterals; water transmission, water distribution and water services and storm drainage lines, streets, curbs, gutters, street lighting, traffic signals, and other facilities.

Conduct inspections of abandoned wells, septic tanks and other facilities.

Perform administrative closeout of private development projects, including but not limited to: obtaining final soils, final BMP certifications reports, verifying completion of project punch lists, completing as-built process, and completing the securities release process.

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work under deadlines with constant interruptions; perform multiple, concurrent tasks; interact with staff and other organizations; and interact with dissatisfied or quarrelsome individuals.

Maintains and develops project documentation through daily reports; records and maintains project files; documents and records information on project drawings; reviews, files and maintains shop drawing submittals; incorporates change orders; submits and reviews monthly pay estimates; reviews contractor change orders and makes recommendations for changes.

Reads, evaluates and interprets blueprints to ensure compliance and conformance by the contractor.

Issues enforcement actions and/or "stop work notices" for non-compliance with grading, improvements and storm water compliance.

Documents progress and details of construction work with daily reports, digital photographs, field notes and all other project records.

Enforce routine on-site safety.

Schedules and facilitates preconstruction conferences and progress meetings with contractors, consulting engineers, developers, city staff, district staff and others.

Communicate, negotiate and resolve issues effectively in the field as necessary.

Respond to and resolve citizen complaints.

Other duties as assigned.

### **REPORTING RELATIONSHIPS:**

This position reports to a Municipal Projects Manager and Senior Construction Inspector.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Maintenance and construction principles, proper construction techniques, use of materials, building, streets, and landscape trades, traffic control and safe work practices.
- Basic fundamentals of civil engineering.
- Proper construction techniques and use of materials.
- Applicable state, federal, and local codes and regulations.
- Contract administration and project management process and practice.
- Procedures for estimating construction cost.
- Project management techniques and strategies.
- Water system operation, installation and applicable district procedures.
- Construction materials and equipment including their proper application and use.
- Laws, statutes, codes and ordinances governing water facility construction projects including ACI, NEC, AWWA, ASTM, federal, state, county and local regulations.

#### **Ability to:**

- Learn city procedures for the conduct of inspection, report of deficiencies and notice of corrections to be made.
- Read and understand engineering plans and specifications.
- Prepare construction cost estimates.
- Read, interpret and apply contract language as needed for projects.
- Assist in the development, management and inspection of projects.
- Determine the status of contract work and verify adherence to contract obligations.
- Make sound field decisions and interpretations.
- Understand and carry out oral and written instructions.
- Enforce compliance with plans, specifications, ordinances and codes.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain professional relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. Dependent on the area of assignment, a typical way to obtain the required knowledge and abilities would be:

Two years of public works construction or maintenance work, or sub-professional engineering experience or maintenance and repair contracting and inspection experience, in the areas of construction.

Education and equivalent to completion of the twelfth grade supplemented by specialized training in public works engineering and/or construction. Completion of two years of college-level engineering and/or construction management courses may substitute for one year of experience in applicable area.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class 'C' California Driver's License.

Ability to obtain a Certified Erosion, Sediment and Stormwater Inspector (CESSWI), Certified Inspector of Sediment and Erosion Control (CISEC), or equivalent underlying stormwater professional certification within 3 years of start date.

**PHYSICAL STANDARDS:**

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret information and documents; analyze and solve problems; use arithmetic and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, contractors and others encountered in the course of work.

Employees in this class must have the ability to work in a standard office environment with frequent exposure to the outdoors, and in areas of unstable footing. Ability to travel to different sites and locations, attend meetings, and work under pressure.

DATE APPROVED: March 7, 2023