

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **INSPECTOR I**

DEPARTMENT: **AS ASSIGNED**

BASIC FUNCTION:

Under general supervision, perform routine inspections of maintenance and construction projects; to ensure quality control and compliance with approved plans, specifications, standards or maintenance contract provisions.

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 the knowledge and abilities necessary to perform journey-level inspection effectively.

KEY RESPONSIBILITIES:

Conduct routine inspections of public facilities, construction projects and maintenance contracts, including but not limited to parks facilities, trails, landscape, irrigation, lighting, grading, streets, sidewalks, sewer, water, storm drains, gutters and other structures.

Ensure quality control of materials and methods and compliance with approved plans, standards, specifications and/or contract provisions. Inspect ongoing maintenance and repair contract work and conditions prior to the start of construction, during construction and upon completion.

Note deficiencies and issue compliance deficiency notices to contractors requiring modifications to work in progress.

Review, correct, and ensure completeness of construction and landscape plan submittals and as-built plans.

Maintain records of inspection work.

Enforce routine on-site safety requirements.

Respond to and resolve citizen complaints.

Assist in the development of maintenance agreements, public works projects, and other contracts.

Recommend and execute allowable extensions for contractor projects and maintenance agreements.

Authorize and amend contractual work items, including enhancement or refurbishment projects.

Issue monthly contractor ratings; recommend termination of service and maintenance contracts when contractors do not perform satisfactorily; recommend and take necessary actions to ensure retention of monies for poor contract performance.

Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Maintenance and construction principles, proper construction techniques, use of materials, building, streets, and landscape trades, traffic control and safe work practices.

Applicable state, federal, and local codes and regulations.

Contract administration and project management process and practice.

Ability to:

Learn City procedures for the conduct of inspection, report of deficiencies and notice of corrections to be made.

Read and understand engineering, construction and landscape plans and specifications and assist in determining specifications and requirements for repair, enhancement, maintenance, and public works construction projects.

Prepare cost estimates for above projects.

Read, interpret and apply contract language as needed for above projects.

Assist in the development, management and inspection of above 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, facilities, and/or landscaping.

Education and equivalent to completion of the twelfth grade supplemented by specialized training in public works engineering and construction or landscape development or horticultural design or park maintenance. Completion of two years of college-level engineering, landscape or horticulture or park design courses may substitute for one year of experience in applicable area.

SPECIAL REQUIREMENTS:

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

Parks/Trees Maintenance Department:

Possession of a Qualified Applicator's Certificate

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: 6/2010