

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE

INSPECTOR II

DEPARTMENT:

AS ASSIGNED

BASIC FUNCTION:

Under general supervision, to inspect routine through complex maintenance and construction projects to ensure quality control and compliance with approved plans, specifications, standards, or maintenance contract provisions.

DISTINGUISHING CHARACTERISTICS:

Positions in this class may be filled by advancement from the lower grade of Inspector I, or when filled from the outside, require prior construction inspection or advanced park or landscape maintenance experience. Work in this class is distinguished from that of Inspector I by the greater complexity of the work assignments and greater independence with which an incumbent is expected to work. Incumbents may act as resident inspector on major projects.

KEY RESPONSIBILITIES:

Conduct routine through complex inspections of public construction projects, parks, facilities, and trails development and landscape; inspecting materials and workmanship to ensure compliance with approved plans and specifications or maintenance contract provisions; inspecting conditions prior to the start of construction or landscaping, during construction or landscaping, and upon completion.

As assigned, act as lead project inspector and assist in administration of contracts for construction and maintenance projects; process change orders and amendments; negotiate and submit recommended change orders; review and prepare payment tracking records.

Read and interpret plans and specifications and recommend modifications when needed.

Note contract deficiencies and issue compliance deficiency notices to contractors, indicating required modifications.

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

Maintain records of inspection work.

Enforce on-site safety requirements.

Respond to and resolve citizen complaints.

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

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

Authorize and amend contracted work items including, maintenance, enhance mentor 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.

Instruct, direct and supervise subordinate staff involved in the process of contract administration and project management.

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.

City procedures for conducting inspections, reporting of deficiencies and notice of corrections to be made.

Contract administration and project management process and practices.

Procedures for estimating construction cost.

Ability to:

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

Prepare construction cost estimates.

Understand and carry out oral and written instructions.

Make sound field decisions and interpretations.

Communicate clearly and concisely, both orally and in writing.

Read and interpret contract language, determine the status of construction work and verify adherence to contractual obligations.

Establish and maintain professional relationships with those contacted in the course of work.

Assist in the development, management and inspection of projects and letters of agreements.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience that could likely provide the required knowledge, and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of inspection similar to that of a Inspector I at the City of Carlsbad.

Education and equivalent to completion of the twelfth grade supplemented by specialized training in public works engineering, construction, facilities, street maintenance 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 Division: Possession of a Playground Inspection Certificate and 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.

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 and 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