

CONSTRUCTION INSPECTION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise public works construction and inspection operations within the Engineering Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Senior Engineer, as assigned.

Exercises direct supervision over assigned public works construction staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for public works construction and inspection operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in public works construction and inspection.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, equipment, and supplies; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee a variety of public works construction projects and capital improvements to ensure conformance with City, State, and Federal standards and requirements.

Negotiate and resolve construction disputes between the City and various contractors; recommend and implement change orders as necessary.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public works project construction and inspection.

Equipment, tools and materials used in public works construction and inspection work.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct public works project construction and inspection operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent public works construction and department policies and procedures.

Read and interpret engineering plans and specifications; understand and enforce compliance with plans, specifications, bid documents, and contract provisions.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

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

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

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

Experience:

Three years of increasingly responsible experience in public works construction, inspection, or engineering services; including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in civil engineering, construction management, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, certification as a Construction Manager by the Construction Management Association of America is highly desirable.

05-12-07 Construction Inspection Supervisor
10-13-98
09-03-96 Senior Public Works Inspector