

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
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City of Alameda  
Code No. 3080  
Approved by C.S.B.  
July 11, 2001

**CONSTRUCTION INSPECTION & SURVEY SUPERVISOR**

**DEFINITION**

Under direction plans, schedules and directs public works construction field work, activities and testing; performs other related work as required.

**EXAMPLES OF DUTIES**

1. Plans, schedules and supervises the work of assigned staff engaged in, and work performed under contract for, a variety of public works projects including construction, subdivision and improvement projects; prepares and assigns work schedules and priorities; reviews work progress and problems.
2. Plans, assigns, directs and reviews work of survey parties performing a wide variety of construction and preliminary surveys.
3. Ensures compliance with plans, specifications, standards, safety and other applicable regulations and contract requirements; directs a variety of construction and construction materials tests including those for compaction, moisture content, and building materials; ensures timely project schedules.
4. Coordinates activities with other City departments, divisions and work units and with other agencies, contractors and consultants; may participate in and coordinate the selection of contractors and consultants.
5. Assists in the development of goals, objectives, procedures and work standards; evaluates, revises and implements work methods; develops work programs.
6. Ensures adherence to and application of established safe work practices and procedures.
7. Performs staff duties including the more difficult or unusual assignments.
8. Provides information, provides technical assistance, and responds to, investigates and resolves complaints.
9. Determines and orders supplies and materials.
10. Conducts studies and investigations; prepares reports and cost estimates including construction inspection reports, progress payment reports and final payment reports; collects data, maintains records, inventories, logs and records; may prepare and make presentations.
11. Maintains up-to-date knowledge of approved methods, materials, and equipment pertaining to public works projects; may attend meetings and conferences.
12. May serve as liaison to various groups, agencies and other divisions and departments.
13. May prepare and administer budgets or assist in preparing budget estimates, and monitors and controls expenditures.
14. Supervises, trains and evaluates assigned staff.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school. Designated advanced courses in construction, engineering, and architecture are desirable.

Experience: Four years of progressively responsible journey level public works construction field experience, at least two of which shall have been in a senior, lead or chief capacity.

Knowledge

Knowledge of the principles and practices of public works surveying and construction, and public works construction inspection; basic principles of civil engineering as it relates to surveying and public works construction; materials, equipment, tools and testing used in public works construction; types of soils, survey methods, general street and building construction, and concrete and asphalt concrete construction; construction and maintenance of municipal facilities; state and local codes, laws, rules, ordinances and regulations related to public works design construction and repair; safe work practices and procedures.

Ability

Ability to effectively plan, coordinate and supervise activities of assigned public works construction inspection work including related testing and survey functions; plan work schedules and monitor performance; read and interpret construction plans, notes, specifications, legal property description, and testing reports; interpret and apply established procedural and safety requirements; interpret, apply and explain related codes, ordinances and regulations; implement improvements in organization, work procedures and equipment; analyze complex, technical and administrative problems and make sound recommendations for their solution; establish and maintain accurate records; prepare reports and estimates; perform accurate mathematical calculations; operate designated computer equipment and software; use initiative and exercise independent judgement; draw valid conclusions and project consequences of decisions and recommendation; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, contractors, architects, engineers and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Possession of a Construction Management certificate from an accredited institute is desirable.

Selected positions require possession of a valid California Driver's License and satisfactory driving record as conditions of initial and continued employment.