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City of Alameda  
Code No. 3075  
Approved by C.S.B.  
July 11, 2001

**SENIOR CONSTRUCTION INSPECTOR**

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**DEFINITION**

Under general direction supervises and performs a variety of public works construction field work, maintaining accurate records of construction, time, cost and work performed for contractor payment preparation and ensuring compliance with plans and specifications; performs other related work as required.

**EXAMPLES OF DUTIES**

1. Coordinates, reviews and performs the work of field personnel related to a variety of public works projects including construction, subdivision and improvement projects.
2. Reviews standards, plans, specifications, applicable regulations, and technical and constructability issues.
3. Observes work in all stages of progress to ensure conformance with standards, safety and other applicable regulations and contract requirements; assess construction methods against industry standards; reviews workmanship and sequence of operations; monitors project schedules.
4. Authorizes changes or deviations, where there is no substantial cost impact, when consistent with the general intent of the plans or specifications.
5. Coordinates, inspects, reviews, and affirms results of tests on construction materials such as concrete, aggregates, soils, pipe and building materials.
6. Makes recommendations on requested change orders and participates in claims resolution.
7. Inspects utility work done on City property for compliance with City standards.
8. Oversees and performs basic survey work to confirm alignments, grades, etc.
9. Monitors public works construction for regulatory compliance with City, State and regional regulations, such as urban runoff, recycling, etc.
10. May oversee and perform traffic count work including installation and monitoring of traffic count equipment and down-loading of data.
11. Maintains all related records and prepares a variety of inspection, progress and change reports; prepares progress payment estimates.
12. Advises and confers with members of the general public concerning issues and problems related to public works projects.
13. Provides lead direction and training to 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.

Experience: Four years progressively responsible journey level public works construction inspection experience.

Knowledge

Knowledge of the principles and practices of public works construction and public works construction inspection; 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 supervise and perform assigned public works construction inspection work including related testing and survey functions; read and interpret construction plans, notes, specifications, legal property description, and testing reports; interpret, apply and explain City policies procedures and codes, and other complex governmental regulations; 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, or the ability to obtain within one year of appointment, a Construction Management certificate from the International Conference of Building Officials is desirable.

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