



CITY OF CITRUS HEIGHTS

CONSTRUCTION/MAINTENANCE INSPECTOR I CONSTRUCTION/MAINTENANCE INSPECTOR II

DEFINITION

To provide oversight and inspect construction on private and public developments including capital improvement projects; to assure construction conforms with the City's contract specifications; to assure work quality and materials used are in conformance with approved plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected. To perform specialized and varied technical maintenance work, including but not limited to, building, grounds, fleet, drainage, and/or transportation activities; to coordinate the field activities of various contractors performing maintenance or minor capital improvements to the City's infrastructure; to provide technical and functional supervision of assigned staff; and to perform special projects, and assist with events and special assignments as necessary.

DISTINGUISHING CHARACTERISTICS

Construction/Maintenance Inspector I

This is the entry-level class in the Construction/Maintenance Inspector series. This class is distinguished from the journey level classification by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees work under immediate supervision while learning job tasks.

Construction/Maintenance Inspector II

This class is distinguished from the Construction/Maintenance Inspector I by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

May provide technical and functional supervision over less experienced technical and administrative support personnel and/or contract maintenance personnel.

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

Perform specialized technical duties related to area of assignment, including but not limited to, construction inspection, building and grounds, drainage, and/or transportation.

Develop and implement procedures and practices related to area of assignment; review and evaluate service levels and recommend changes in procedures and practices related to area of assignment.

Receive assignments, schedule and organize work and lead crews in the completion of maintenance duties; perform or assist with the most difficult and complex work.

Coordinate, schedule, assign and monitor work of contractors; ensure compliance with City standards and requirements; communicate routinely, effectively and professionally with contractors; ensure that emergency situations are responded to in a timely manner and City needs are met.

Provide back-up and assistance to other technical positions in the General Services Department, especially other Maintenance Inspectors, during storms and flooding, emergency situations or key critical projects.

Perform duties as needed when assigned to standby duty or on-call to provide after-hours emergency assistance related to storm activities, streets, or other issues.

Respond to hazardous material spills in the city; secure the area and contact the appropriate agency to begin further containment and clean-up.

Example of duties related to Construction

Schedule and prioritize inspection of encroachment permits, land development projects, and capital improvement projects to ensure work quality and materials are in conformance with specifications, approved plans, and regulations.

Conduct plan check of plans and specifications of assigned projects based on construction inspection principles; attend pre-construction conferences; coordinate design alterations between city staff and the developer; consult with City engineering staff, supervisors or others on matters of concern.

Perform inspections for ongoing projects; communicate and coordinate needed information to others in the field during the inspection process; document inspection findings.

Observe work during progress and upon completion; meet and communicate proactively with contractor, developers or others during construction phase to discuss issues of concern; ensure that safety procedures, City policy and guidelines are followed.

Calculate plan check and inspection fees based on plan specifics; record amounts of materials used and work performed and other needed information; serve on a survey crew as required; indicate location of various items on plans.

Provide service request and telephone responses to inquiries; refer complaints or concerns that are unresolved; prepare necessary reports for progress payments; prepare activity records and reports.

Oversee and coordinate the annual backflow assembly testing.

Examples of duties related to Building, Grounds, and Fleet

Oversee and assist with general maintenance, upkeep and repair of City buildings, grounds and vehicle fleet.

Coordinate City and public use of facilities and grounds. Assist in coordination of improvements and changes to the building, grounds and landscaping including setting up special events as needed.

Coordinate internal office construction and relocations with Building Division and Information Technology Division; assist with space planning and provide input to architectural renderings; communicate and work directly with staff to ensure smooth implementation of facility moves and enhancements.

Assure security of buildings and opening or locking of facilities after hours.

Coordinate with various contractors performing construction or maintenance; gather bids; review invoices against actual work performed; and assist in original project scoping and budgeting for campus improvements.

Examples of duties related to Drainage, Transportation, and Streets

Provide priorities and direction to Crew leaders in the removal of vegetation and debris within creeks and channels to improve flow during storm events.

Oversee tree contractors for all tree work done in the public right-of-way.

Assist with field inventory and inspection of park, street, and heritage trees. Document status and assist with coordination and oversight of related maintenance work.

Conduct field visits and inspections of sites that fall under the City's Storm Water Pollution Prevention Program permit as assigned; communicate with and issue corrections to contractors from a pre-determined list of options based on the specific field situation; re-inspect sites as necessary; coordinate with the Code Enforcement staff if fines need to be issued.

Perform pre-storm and post-storm review of best management practices required on all public right-of-way projects with potential storm water run-off to enforce Storm Water Pollution Prevention program standards.

Respond first to storm related calls and emergency situations affecting drainage in the City; prioritize and determine how service will be provided or restored.

Coordinate and assist with work of tree contractors for routine and emergency work.

Establish sites, procedures and assist to distribute and deliver sandbags to residents.

Rent or lease equipment as needed.

Lead, coordinate and oversee transportation and roadside maintenance projects and crews including those performed with or by other agencies.

Oversee roadway maintenance functions including base repair, striping, lines, legends, and thermoplastic.

Monitor repair and reconstruction of sidewalk, curb, gutter, and roadway pavement to ensure contractor is meeting the City's standards; including ADA construction requirements.

Monitor the street sweeping contract, landscaping maintenance contract, and other miscellaneous contracts, including review of invoices; provide feedback to management personnel.

Perform field verification, inspection, and documentation of street lighting systems. Identify concerns, prioritize maintenance issues, and assist with oversight of vendors and contractors performing related repairs.

Oversee and assist with graffiti prevention and clean up.

Coordinate and oversee roadside drainage maintenance, street sweeping, traffic signals and street lighting maintenance.

Coordinate and oversee transportation contracts and investigate service requests.

Perform field verification and potential remedy to hazards in the public right-of-way, including basketball hoops, illegal dumping, trip hazards, shopping carts, etc.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Construction/Maintenance Inspector I

Knowledge of:

Principles and practices of maintenance and construction as related to area of assignment. Methods and techniques of proper and effective use of maintenance tools, equipment and materials.

Principles of equipment leasing and rentals.

Principles of managing and monitoring contracts and sub-contract work.

Modern office procedures, methods.

Basic responses to hazardous materials spills in streets, creeks or public right-of-way.

Pertinent local, State and Federal laws, ordinances, City functions, policies, rules and regulations.

Methods of street, traffic lighting and drainage construction.

Basic soil mechanics and geology; methods and techniques of sampling and testing concrete and soil samples.

Methods of approved concrete construction.

Basic mathematics including algebra, geometry and trigonometry.

Principles and practices of good customer service.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Ability to:

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 building inspection activities.

Schedule, coordinate and prioritize inspections; prepare detailed, accurate technical reports.

Learn to understand and interpret engineering plans and specifications and accurate engineering records; analyze construction plans, specifications, and maps.

Learn specific regulations regarding compliance with federal and state laws applicable to public access, construction in sidewalks and public right-of-way for those with disabilities.

Research, understand, interpret, clearly explain and apply city ordinances, regulations, codes, resolution and procedures, laws and policies governing infrastructure and construction operations.

Work firmly and tactfully with contractors, engineers and property owners.

Oversee, coordinate, monitor and assist with maintenance functions duties, as assigned.

Safely use and properly care for tools needed for maintenance jobs.

Recommend needed changes and improvements to standards, policies, or ordinances.

Detect and locate faulty materials and poor work quality, and determine the stage of construction during which defects are most easily found and remedied.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Schedule, coordinate, and monitor contracts and sub-contract work.

Provide technical and functional supervision and training to assigned staff and oversight of contractors.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Use a computer with proficiency and familiarity.

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:

Two years of experience related to construction field inspection, public works maintenance or a related field.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance are required.

Gain certification and training in various specialized maintenance, construction and emergency tools and procedures as required by OSHA and needed by the organization.

Construction/Maintenance Inspector II:

In addition to the qualifications for the Construction/Maintenance Inspector I:

Knowledge of:

Principles of engineering as applied to construction inspection; engineering mechanics of structures.

Principles of traffic control and safety standards.

Principles, methods, materials, equipment and safety hazards of construction; defects and faults in construction.

Methods and techniques used in the evaluation and analysis of effective infrastructure construction inspection.

Federal and state laws and regulations applicable to public access, construction requirements, and public right-of-way for those with disabilities.

Best management practices for storm water pollution prevention.

Complex mathematics including algebra, geometry and trigonometry relative to job functions.

Soil mechanics and geology; methods and techniques of sampling and testing concrete and soil samples.

Ability to:

Understand and interpret engineering plans and specifications and accurate engineering records; analyze construction plans, specifications, and maps.

Interpret and apply specific state and federal regulations regarding accessibility for those with disabilities to ensure access to sidewalks and the public right-of-way.

Work independently and exercise sound judgment.

Recommend needed changes and improvements to standards, policies, or ordinances.

Work scheduled and emergency overtime; be available for call back, as required; and to change work periods and work days dependent on operational requirements of the City.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces and city vehicles.

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 experience related to construction field inspection, public works maintenance or related field.

Training:

Equivalent to the completion of the twelfth grade, supplemented by courses in construction, public works maintenance, or related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance are required.

Gain certification and training in various specialized maintenance, construction and emergency tools and procedures as required by OSHA and needed by the organization.

PHYSICAL/SENSORY REQUIREMENTS

Intermittently, sit while operating a vehicle; walk around job sites; kneel and bend while reviewing infrastructure; sit at desk; stand in the field when working with contractors; perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry weight of 25 pounds or less.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	Construction/Maintenance Inspector I Construction/Maintenance Inspector II
FLSA:	Non-exempt
Created: 11/2009	Combines and supersedes previous Construction Inspector and Maintenance Coordinator
Revised: 10/15/10	Corrected EEO Language
Revised: 07/14/17	Technical edits