



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
SENIOR PUBLIC WORKS INSPECTOR

Classification Specification
(Classified)

DEFINITION

Under general direction, the Senior Public Works Inspector inspects all work performed on public buildings and in the public right-of way; performs administrative duties relating to construction administration and management of the public right-of way; provides expertise to the Engineering staff concerning construction techniques for all projects; and performs related duties as required.

SUPERVISION RECEIVED

The Senior Public Works Inspector reports to the City Engineer.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Senior Public Works Inspector. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Provides inspection of all construction within the public right-of way.
2. Processes utility permits including plan check and calculation of charges.
3. Provides input to the Engineering staff during planning and design phases of public works projects including construct ability review of project plans and specifications.
4. Plan checks all building plans submitted to the Engineering Division for public right-of way issues.
5. Reviews complex issues with other Engineering staff and the City Engineer.
6. Acts as the City's Disadvantaged Business Liaison Office (DBLO) and prepares the City's Disadvantaged Business Enterprise (DBE) plan and reports for submittal to federal and state agencies for review.
7. Maintains files and records for labor and DBE compliance review and reporting for construction projects.
8. Provides building inspection for public buildings constructed or modified by the City.
9. Coordinates and conducts field review meetings during project construction. Investigates and acts on complaints regarding public right-of-way that are received by the Engineering Division.
10. Attends and participates in pre-construction meetings for all public works projects in the City.
11. Provides information to contractors concerning City inspection, traffic control and permit requirements.
12. Acts as project manger for special projects assigned by the City Engineer.
13. Provides information to and coordinates with other City departments.

14. May provide building inspection for the Building and Safety Department upon request and approval by the City Engineer.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school or equivalent; and
2. Six years of experience in public works construction and/or inspection of streets, sewers, sidewalks or related public works projects.

Knowledge and Abilities

Knowledge of the materials and methods used in asphalt and concrete pavement construction, sewer and storm drain pipeline construction, building construction; ability to detect flaw in materials and installation methods; knowledge of the tools, instruments and equipment used in the construction industry; ability to read, understand and interpret blueprints and specifications; ability to follow written and oral direction concerning technical engineering matters; ability to write technical reports and to communicate clearly in writing and in speech; ability to project a positive image to the public and maintain effective working relationships with the general public and fellow employees.

License

A valid California motor vehicle operator's license is required.

An I.C.B.O. certification as a Building Inspector is desirable.