

## CONSTRUCTION INSPECTOR

### DEFINITION

Under general supervision, to provide oversight and management of County construction projects; to oversee project and materials inspection and testing for County construction projects and private construction which comes under the jurisdiction of the County; to ensure maintenance of established quality control standards for construction projects; to assist with the design and review of Capital Improvement Projects; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This is a specialized extra help Construction Inspector classification. This is an Extra Help (temporary) classification that is limited to no more than 900 hours per year. Incumbents are paid only for hours worked, are not entitled to benefits, and do not have status. The incumbent is responsible for the coordination and oversight of County construction projects. Responsibilities also include ensuring proper inspection of construction projects, including private projects which come under the jurisdiction of the County. This is a discrete classification.

### REPORTS TO

Department supervisory or management staff, as assigned.

### CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Serves as project manager for a variety of construction projects, including maintenance of proper project documentation; meets with contractors to discuss project and contract requirements; ensures proper coordination and scheduling of contractors; directs and participates in field inspections of work in progress; may correct or modify project designs to promote successful completion of quality construction; acts as an intermediary between the department and the construction superintendent; recommends approval of progress payments; reviews, and recommends approval of change orders; observes and coordinates the proper sampling and testing of construction materials; develops and maintains data on construction projects; prepares and presents a variety of reports on construction related issues; serves as a liaison with other departments and agencies concerning construction requirements and issues; provides consultation to County management, elected officials, and the public on federal, State, and County rules, regulations, and requirements related to construction; provides input on the development of the unit budget; works with other agencies and County departments concerning construction project design and plan reviews; represents assigned department in a variety of forums, as delegated.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; may walk for extended periods of time; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; lift and move objects weighing up to 50 lbs.; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **CONSTRUCTION INSPECTOR - 2**

### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and outdoor environments; exposure to variations in temperature and humidity; some work is performed in an environment with considerable noise; exposure to gasses, solvents, fumes, dust, grease and oils; exposure to moving equipment, continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Comprehensive knowledge of the principles, practices, and methods of design and construction, especially as applied to projects which come under the jurisdiction of the County.
- Laws, rules, regulations, and ordinances impacting construction in Lake County.
- Construction methods, materials, and equipment.
- Construction project management.
- Basic knowledge of engineering principles.
- Contract administration.
- Proper inspection methods and procedures.
- Computer equipment and software applicable to construction project administration.

#### **Ability to:**

- Coordinate and oversee public works construction projects.
- Ensure proper inspection and completion of private construction projects which come under the jurisdiction of the County.
- Provide input for plans, designs, and specifications for public works construction projects.
- Administer contracts.
- Prepare reports.
- Analyze and evaluate construction project data and information, developing sound recommendations.
- Develop accurate records, sketches, and notes.
- Oversee and perform construction inspections, ensuring compliance with contracts, plans, and specifications and proper use of quality materials.
- Make accurate engineering calculations.
- Operate a computer and use appropriate software in the performance of construction project oversight responsibilities.
- Effectively represent the County and assigned department with the public and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.



## CONSTRUCTION INSPECTOR - 3

### DESIRABLE QUALIFICATIONS (continued)

#### Training and Experience:

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

Five (5) years of increasingly responsible experience in the development and oversight of construction projects, including experience in construction project inspection.

Completion of bachelor's degree in engineering is desirable.

#### Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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