

**CITY OF FONTANA
PUBLIC WORKS INSPECTION SUPERVISOR**

DEFINITION: Under general supervision, oversees the work of inspectors performing construction inspection for a variety of Public Works projects and subdivisions; issues excavation permits and performs other related duties as required.

CLASS CHARACTERISTICS: This class differs from Senior Public Works Inspector and Public Works Inspector classes by its oversight responsibility for all Public Works inspections within the Engineering Division. The incumbent in this position reports directly to the City Engineer.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Ensure quality control of the projects under construction as well as public safety aspects while the projects are under construction.
- Maintain the project tracking system such that manpower allocations can be determined in advance of inspection service requests.
- Monitor and review daily inspection and field activity reports to include traffic control.
- Review project files for proper documentation to include, but not limited to, project photographs, inspection entry journals, payroll certification, daily records of work programs and progress, change orders, notices of surety, correction notices, stop work orders, and proper documentation of unacceptable work.
- Issue excavation permits and monitor the excavation permit program.
- Monitor and participate in City's Utility Coordination Meetings.
- Oversee and maintain the scheduling of all inspection projects within the division.
- Respond to emergencies regarding construction and facilities infrastructures.
- Review vendor bid proposals for accuracy; enforce compliance with plans, specifications, City standards and applicable construction practices.
- Oversee the work of construction staff, coordinate inspections with other City departments, as well as with consultant staff.
- Evaluate job performance; recommend hiring and discipline of inspection staff.
- Establish and maintain effective working relationships with outside agencies, engineers, developers, contractors, city staff and the public; exercise independent judgement in the resolution of discrepancies and problem situations.
- Read and interpret engineering plans, blueprints and specifications; records of surveys, and tract descriptions.
- Communicate effectively, both orally and in writing.
- Perform other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position

requires near and far visions in reading written reports and work-related documents. Acute hearing is required when providing telephone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of supervision.
- Principles, methods, materials, equipment and safety hazards of construction governing public works projects.
- Applicable laws and regulatory codes and policies governing the construction of public works projects.
- Principles of advanced mathematics and their application to public works projects.
- Methods, materials and techniques used in the construction of public works projects.

Experience: Four years of increasingly responsible experience in public works inspection, two (2) years of which must have been as a supervisor.

Education: An Associate of Science Degree from an accredited college in general engineering or public works inspection or a closely related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.