

## CHIEF ENGINEERING INSPECTOR

### **DEFINITION**

Under direction, plans, coordinates, supervises and evaluates the operation of the Inspection Section which is involved in enforcing pertinent regulations concerning Public Works engineering and construction projects.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Division Manager. This class exercises supervision over assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

Chief Engineering Inspector is a single position class and is the highest level in the Engineering Inspector series. The incumbent plans, coordinates, supervises and evaluates the activities of personnel involved in performing the inspections required during the construction of municipal facilities. This class is distinguished from the next lower class, Senior Engineering Inspector, in that the latter trains and provides lead direction to subordinate inspectors or works independently on the more complex projects.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Supervises and coordinates work of inspection personnel within the Construction Management Division of the Public Works Department.

Reviews and checks accuracy of monthly progress payments to contractors, as-built drawings, and required reports submitted by contractors.

Prepares contract change orders and contractors notice to proceed for approval by higher authority.

Prepares and controls the annual budget for the Inspection Section.

Reviews and recommends changes to standard specifications and plans for private development.

Provides consulting and inspection services for contractors, engineers, property owners, and other city departments related to methods for complying with required construction standards.

Develops and administers programs for safety and training of subordinate personnel.

Performs contract administration of Public Works engineering and construction projects.

Performs related work as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

City Public Works Standard Specifications, State Standard Specifications, pertinent state and local laws.

Construction materials and material testing in the field and laboratory.

Methods and practices involved in engineering and building construction.

Construction plans and specifications.

Modern principles and practices of supervision and administration.

#### **Skills to:**

Operate modern office equipment including computer equipment.

#### **Ability to:**

Enforce the provisions of specification with firmness and impartially.

Perform difficult technical computations and make estimates of materials and cost.

Detect substandard design, materials and workmanship in construction projects.

Prepare comprehensive technical reports.

Determine adherence to engineering specifications and plans on complex construction projects.

Establish and maintain an effective working relationship with co-workers, contractors and the general public.

### **MINIMUM QUALIFICATIONS**

Possession of a High School Diploma or equivalent GED completion;

**AND**

Three (3) years of experience in engineering construction of commercial buildings and municipal facilities, construction contract administration, or inspection of construction projects; one (1) year of which included lead or supervisory experience.

**Special Requirement(s):**

Valid California Driver's License at time of appointment.

APPROVED: Signature on File DATE: 11/30/16  
Director of Personnel Services

MR/BB/sdp/11/20/80  
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