

SENIOR ENGINEERING INSPECTOR

DEFINITION

Under direction, supervises the activities of field personnel engaged in the inspection and contract administration of municipal improvement projects.

SUPERVISION EXERCISED/RECEIVED

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

DISTINGUISHING CHARACTERISTICS

Senior Engineering Inspector is the first line supervisory level in the Engineering Inspector series. Incumbents supervise staff performing inspection and contract administration duties on construction projects. This class is distinguished from Engineering Inspector II in that the latter is the advanced working level class in which incumbents perform the full range of duties and may provide functional and technical lead direction for other assigned inspection staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Plans, coordinates, supervises, and evaluates the activities of a group of subordinate engineering inspectors.

Performs inspection and contract administration on more complex municipal capital improvement projects.

Prepares written reports on inspection activities and reviews monthly pay estimates.

Reviews plans and specifications for engineering soundness and conformance to established standards.

Makes difficult mathematical estimates concerning inspection of municipal facilities, such as for project estimates, earth work computations, progress estimates, and construction reports.

Consults with the public, private engineers, and contractors on the proper construction and maintenance of municipal facilities.

Provides consulting services to contractors, engineers, and property owners by outlining alternate methods of complying with construction standards.

Checks subordinates' daily reports, cost estimates, field changes, as-built drawings, and contract bid items in preparation of payment.

Develops and administers safety and training programs.
Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Construction materials and materials testing in the field and laboratory.

Methods and practices involved in engineering and building construction and inspection procedures.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Ability to:

Interpret construction plans and specifications and to determine whether construction is in conformance.

Enforce the provisions of specifications 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 clear, concise, and comprehensive technical reports, records, correspondence, and other written materials.

Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Skill to:

Safely operate a motor vehicle.

Operate modern office equipment including computer equipment.

MINIMUM QUALIFICATIONS

High school diploma or GED equivalent and three (3) years of experience in engineering inspection or contract administration of public works construction projects.

Special Requirement

Possession and continued maintenance of a valid California Driver's License may be required at time of appointment.

APPROVED: (Signature on File) DATE: 2/18/2022
Director of Personnel Services

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