

Class Code: 143 + H85  
City of Anaheim  
Class Specification

Classification:  
CONSTRUCTION INSPECTOR I/II

Definition: Under minimal supervision, inspects public works and/or water utility construction projects for conformance to City specifications; inspects privately funded public works construction.

Distinguishing Characteristics:

Construction Inspector I: Positions in this classification perform at the entry level of the Construction Inspection job series. They include employees who have some related or prior occupational experience and will progress rather quickly toward performing the full range of duties of the Construction Inspector II. Working under close supervision in a training mode, assignments are routine and repetitive in nature. Decisions are made within established procedural frameworks.

Construction Inspector II: Positions in this classification perform at the journey level of the Construction Inspection job series. They include employees who have substantial and directly related or prior occupational experience and perform the full range of duties assigned to the position. They work under moderate supervision with only guidance, instruction or assistance, frequently in the absence of a supervisor. Work is normally reviewed only upon completion and for overall results. This class is flexibly staffed and is normally filled by advancement from the I level or when filled from the outside, requires prior work experience.

Essential Job Functions:

Construction Inspector I:

Handles the less difficult inspection projects during various stages of construction and other city department construction projects on a routine basis.

Performs the duties of the II level in a training capacity.

Construction Inspector II:

Inspects projects such as grading and paving, sewers, storm drains, traffic signals and other city department construction projects on a routine basis; determines quantities and prepares progress and final estimates for city contracted construction projects.

Checks plans and specifications for conformance to City specifications; determines acceptability of materials; ensures that utilities have been contacted and permits applied for.

Assures survey staking on city construction projects; determines that job is properly barricaded.

Attends pre-construction and pre-grading conferences with developers and contractors; conducts pre-construction meeting for city contracted projects.

Attends locator meetings with contractors and representatives of various utilities.

Arranges for field and laboratory testing of concrete, rock base, asphalt and other materials; evaluates results of tests including pressure tests and TV inspection of sewers.

Coordinates the scheduling of work between developers and contractors and City forces.

Consults with developers, contractors and homeowners regarding methods and materials and City specifications and codes.

Prepares and maintains diaries of daily inspections, and records for city contracted construction projects, including payment quantities, labor compliance, testing results, materials, and required related records by other regulatory agencies.

Attends classes, seminars and reads technical literature to remain current on new methods and materials.

Monitors public right of way construction permits.

May assist Senior Construction Inspector with federal construction and major development projects.

Performs other job-related duties as required.

Minimum Requirements:

Construction Inspector I:

Experience: Equivalent to some responsible experience in the construction field or related inspection work.

Knowledge of: Construction principles and practices, methods and materials; safety hazards of construction and surveying; defect faults in construction; basic mathematics including algebra, geometry and trigonometry; basic soil mechanics and geology; engineering mechanics of structures.

Ability to: Read plans and specifications; learn to detect and locate faulty materials and work, and determine the stage of construction during which defects are most easily found and remedied; learn to perform journey-level inspection skills and to perform competent and efficient work as a construction inspector; understand and interpret engineering plans and specifications and prepare accurate engineering records; deal firmly and tactfully with contractors, engineers, property owners and citizens; learn to test soils, concrete and related construction materials; communicate effectively, both orally and in writing.

Physical Requirements: Must be able to walk, stand, climb, stoop and tour sites on foot when conducting construction inspections.

License and/or Certification Required: Possession of, or ability to obtain a valid Class 3 California Driver's License by date of appointment in order to travel to off-site locations to perform inspection duties.

Construction Inspector II:

Experience: Equivalent to extensive construction related experience.

Knowledge of: Construction practices, methods and materials; principles, methods, materials, equipment and safety hazards of construction and surveying; defects and faults in construction; basic mathematics including algebra, geometry, and trigonometry; basic soil mechanics and geology; materials sampling, testing, and estimate procedures; engineering mechanics of structures; applicable laws, regulations, codes and departmental policies governing the construction of assigned projects; basic elements of electrical power services and controls.

Ability to: Read plans and specifications; detect and locate faulty materials and work, and determine the stage of construction during which defects are most easily found and remedied; understand and interpret engineering plans and specifications, and prepare accurate engineering records; deal firmly and tactfully with contractors, engineers and property owners; test soils, concrete, and related material samples; communicate effectively, both orally and in writing.

Physical Requirements: Must be able to walk, stand, climb, stoop and tour sites on foot when conducting construction inspections; duck under walks and crawl through small sewer and storm drain pipes.

License and/or Certification Required: Possession of, or ability to obtain a valid Class 3 California Driver's License by date of appointment in order to travel to off-site locations to perform inspection duties.

Supervision Received: Works under technical supervision of a Construction Inspector Supervisor who outlines assignments and periodically reviews work in progress and completed work.

Career Ladder Information: Experience in this class may serve to meet minimum requirements for promotion to Senior Construction Inspector.

FLSA Designation: Non-Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

10/1/85 - Revised R. Andersen & Assoc.  
Former Class Title - Construction Inspector  
9/90 - Revised - E. Cruz/C. Harris  
Doc: CS1010VK