

City of Signal Hill

Senior Public Works Inspector

Bargaining Unit: SHEA

Revision Date: June 10, 2025

CENTRAL PURPOSE OF THE JOB

Under general supervision, the Senior Public Works Inspector performs complex, advanced-level field inspections on City capital improvement projects (CIPs), private development, encroachment permits, and utility work within the public right-of-way (ROW). The position ensures compliance with engineering plans, City standards, contract specifications, and applicable regulations. This position serves as a lead inspector, providing technical guidance to inspection staff, contractors, and developers while utilizing digital tools to document work progress and ensure safety, accessibility, and environmental compliance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Public Works Inspector series. The Senior Public Works Inspector is distinguished by the performance of the most complex inspection duties, including overseeing multiple concurrent projects, mentoring less experienced staff, and exercising independent judgment to resolve field issues. Assignments require substantial knowledge of civil construction, municipal codes, and field engineering practices.

The Senior Public Works Inspector receives general direction from the Public Works Director / City Engineer or his/her designee. Provides technical direction to temporary or consultant inspection staff and may coordinate fieldwork performed by contractors and developers.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Conducts field inspections of public infrastructure projects including grading, street paving, curb/gutter/sidewalks, ADA curb ramps, storm drains, sewers, water systems, street lighting, traffic signals, and landscaping.
- Reviews construction drawings, specifications, permits, schedules, and traffic control plans. Ensures quality control and coordination for a variety of City and outside agency requirements.

Exhibit D

- Responsible for overseeing the preparation of "as built" records and drawings.
- Reviews and approves soil reports for compaction of grading and trench backfill.
- Performs a final inspection of an entire subdivision or development before final approval and release of bonds and/or payment retention.
- Ensure compliance of work performed by contractors and developers with GreenBook or Public Works Standard and Special/Specific details.
- Ensures compliance with applicable standards including Caltrans, WATCH Manual, MUTCD, CALGreen, ADA/PROWAG, OSHA, SWPPP/NPDES, and City standards.
- Coordinates with Engineering, Water, Maintenance, private contractors, utility companies, and developers to facilitate timely project delivery and resolve field conflicts.
- Utilizes GIS-based software, tablets, and inspection tracking platforms to document work progress, capture field data, submit reports, and maintain digital records.
- Prepares detailed daily reports, change order documentation, track time and material tickets and ensure compliance, punch lists, deficiency notices, as-built markups, and photo logs.
- Conducts and participate in pre-bid and pre-construction meetings, progress meetings, and final walkthroughs.
- Provides information and communicates with residents, business owners, and the general public regarding construction impacts and mitigation.
- Monitors work zone safety and enforces safe practices on job sites.
- Ensures proper implementation of environmental controls such as erosion control, BMPs, and dust mitigation.
- May respond to emergency situations, after-hours service requests, or urgent fieldwork needs.
- Perform monthly playground inspections at parks facilities. Submit detailed reports for any deficient systems and perform audits as required.
- Regularly inspect vacant city-owned parcels for weed abatement, vacant parcel ordinance requirements, fire hazards, and any state and federal requirements. Notify staff and/or contractors upon discovery of non-compliance.
- Provides guidance and informal training to junior inspection staff and consultant inspectors.
- May be required to perform emergency inspection outside of normal work hours.
- Perform related duties as assigned.

Minimum Training and Experience

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical way of obtaining the required qualifications is to possess:

Experience: Five (5) years of increasingly responsible public works or civil construction inspection experience, including CIP, utility coordination, and compliance with stormwater and ADA requirements.

Education: High school diploma or GED equivalent.

Licenses and Certification: QSP/QSD certification and/or ADA Construction Compliance certification is preferred. Possession of Certified Playground Safety Inspector certification (CPSI) or ability to obtain CPSI certification within 12 months of employment. Ability to obtain additional certifications as required.

Valid Class C California driver license, acceptable driving record, and evidence of insurance are also required.

Desirable Qualifications: Certification as a Public Works Inspector (APWA, ICC, or equivalent) is highly desirable. College-level coursework in construction management, civil engineering, inspection technology, or a related field is desirable. Experience in a municipal agency setting is preferred.

Knowledge and Abilities Required to Perform Essential Job Functions*Knowledge of:*

- Civil construction methods, materials, and inspection techniques.
- City and regional Public Works construction standards and codes.
- ADA and PROWAG accessibility design standards and construction tolerances.
- Stormwater compliance and erosion control methods (QSP/QSD knowledge desirable).
- Construction safety standards and OSHA regulations.
- Reading and interpretation of civil engineering plans and specifications.
- Use of digital tools including GIS, mobile inspection software, and e-permitting systems.
- Effective communication techniques for resolving field disputes and public interaction.

Ability to:

- Perform detailed inspections independently and resolve complex field issues.
- Use technology to record, manage, and report on inspections in real time.
- Interpret and enforce engineering specifications, codes, and regulations.
- Communicate clearly, tactfully, and effectively with staff, contractors, and residents.

- Analyze construction schedules and anticipate inspection needs.
- Work collaboratively with diverse stakeholders in a high-demand environment.
- Maintain accurate, organized, and timely inspection records.

Mathematical Ability:

- Ability to add, subtract, multiply and divide.
- Ability to calculate decimals, ratios, percentages, fractions, volumes and spatial relationships.

Judgment and Situational Reasoning Ability:

- Ability to utilize functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise independent judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to research and evaluate products and materials for suitability of applications.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards; ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data; ability to classify, compute and tabulate data.

Language Ability and Interpersonal Communication:

- Ability to train/lead/collaborate with others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information, such as technical operating manuals, procedures, guidelines, plans, specifications, codes and other laws.
- Ability to communicate effectively with coworkers, architects, engineers, builders, contractors, property owners, and the general public, both verbally and in writing.

Physical Requirements:

- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements, such as cutting, pressing or grinding.
- Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to maneuver and steer equipment and machinery requiring simple, but continuous adjustments, such as the operation of an automobile.
- Standing/walking for extended periods.
- Ability to lift, push and pull up to 50 pounds.

Environmental Adaptability:

Ability to transition from office work to outdoor work. While performing the duties of this job, employees occasionally work in outside weather conditions with exposure to wet and/or humid conditions. Work performed outdoors with regular exposure to construction noise, dust, uneven terrain, vehicular traffic, and varying weather conditions. Employees work near moving construction equipment, and in high precarious places. Noise levels in the office environment are typically low and may be moderate to loud when in the field. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL INFORMATION:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.