

CONSTRUCTION INSPECTION SUPERINTENDENT

DEFINITION

To plan, organize and direct the activities of the Construction Inspection section within the Development Services Department; to coordinate the sections activities with other divisions and departments; and to provide highly responsible technical support to the Engineering Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher level manager.

Exercises direct supervision over supervisory and technical construction staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for a variety of technical activities related to the inspection of construction projects.

Plan, develop and oversee the work of staff involved in a variety of public and private construction projects, including grading, drainage, water, sewer, roadway and park projects.

Inspect and evaluate operations and activities of assigned responsibilities; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration, prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment and services; monitor and control expenditures.

Coordinate assigned section activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers; oversee section work program and track section accomplishments.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; implement discipline procedures.

Meet with developers and contractors to discuss project under construction and resolve design and field issues.

Research, recommend and/or select consultants for various projects; negotiate contracts and review work plans, monitor progress and authorize payments according to contract terms and conditions.

Participate as staff on special committees established to benefit or develop the city.

Prepare and present information to City Council and various commissions.

Research and prepare technical and administrative reports; prepare written correspondence.

Answer questions and provide information to the public and city leaders; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of construction management as applied to a variety of public works, utilities, building/facilities construction, and/or private development projects.

Methods, materials and techniques used in planning, design, construction, and maintenance/operation, and rehabilitation of a variety of public works and utility facilities and systems.

Principles and practices of supervision, training and performance evaluations.

Principles of budget development, implementation and monitoring.

Principles and practices of safety management.

Principles and practices of capital project construction management.

Principles and practices of work safety.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office procedures and computer equipment and software such as Microsoft Word, Microsoft Excel and software related to specific department operations.

#### Ability to:

Organize, implement and direct construction activities related to a variety of public works, private development and utility operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and related Development Services engineering policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

#### Experience and Training

##### Experience:

Five years of increasingly responsible experience in Construction Management, including two years of supervisory responsibility.

##### AND

##### Training:

Equivalent to the completion of twelfth grade supplemented by specialized training in construction technology.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Certified Erosion, Sediment and Storm Water Inspector (CESSWI) Stormwater Certification.

Possession of a California Association of Stormwater Quality Agencies (CASQA) Qualified Stormwater Pollution Prevention Plans (SWPPP) Practitioner (QSP) Certificate.

03-14-20      Construction Inspection Superintendent