



## **Town of Hillsborough Positions Descriptions Public Works Inspector I/II**

Department: Public Works  
FLSA Status: Non-exempt

Bargaining Unit: Public Works and Clerical  
Revision Date: 05/13/04

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### **GENERAL PURPOSE**

Under general supervision, performs a variety of routine and complex technical work in inspection work of public works construction, to ensure conformance with plans, specifications and departmental regulations; and assist with administrative tasks as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Review plans and specifications of projects with City Engineer or Public Works Director.
- Coordinate, document and inspect capital improvement projects.
- Inspect work to ensure compliance with plans, specifications and regulations.
- Communicate with contractors to ensure compliance with applicable codes and regulations.
- Visit project sites to conduct visual inspections of all work within the right of way.
- Document all survey and geotechnical activities at job sites.
- Issue permits, correction notices, stop-work notices and citations as appropriate.
- Research problems and complaints regarding construction and code compliance.
- Assist in resolving resident service issues, either personally, by telephone or in writing.
- Explain, interpret, and provide guidance regarding all applicable codes within area of responsibility to contractors and residents.
- Assist with purchasing of materials and supplies for all Public Works functions.
- Coordinate worker safety and security education programs.
- Assist with field maintenance work as needed.

### **DESIRED MINIMUM QUALIFICATIONS**

Graduation from a standard senior high school or GED equivalent, I.C.B.O. certifications, a valid California drivers' license, and four (4) years of experience in general construction or related fields (level II requires 2 years experience as a Public Works Inspector I), or any equivalent combination of education and experience. Knowledge of Uniform Building and general construction codes, and construction industry practices, vehicles, equipment and tools for cement, asphalt and pipe projects. Skill in operation of vehicles and equipment used by the Public Works Department for maintenance, word processing, spreadsheet and database applications to document work. Ability to stand or walk in the outdoors on uneven and steep terrains in all weather conditions for hours; visually inspect projects; establish and maintain cooperative working relationships; read and understand complex plans and blueprints; to communicate effectively orally and in writing.

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_