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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

01/11/2010
Revised

TITLE: CHIEF CONSTRUCTION INSPECTOR
CHIEF CONSTRUCTION INSPECTOR (NON-CLASSIFIED)

DEFINITION

Under general direction, to direct, supervise, and review the work of technical subordinates engaged in the inspection of public works contract construction projects; to be responsible for contract administration and performance, field change orders, progress payments and sureties, and final acceptance inspections; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Construction Contracts Administrator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Construction Contracts Administrator. Exercises general supervision over Construction Inspectors and Senior Construction Inspectors.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Review plans, and specifications of projects awarded to contractors, assigning projects to subordinate inspectors and assisting in interpreting project plans and specifications.
- Arrange and/or participate in pre-construction conferences with contractors, negotiates and prepare contract change orders within the limits of design and cost restrictions, supervising completion of approved changes.
- Review daily and final inspection reports, preparing progress payment orders.
- Make final acceptance inspections and close all projects, preparing completion notices, final payments and bond release letters.
- Prepare required reports for Federal and State projects.
- Confer with engineering staff on work progress, complaints from property owners and anticipated workloads.
- Assist in budget preparation and administration.
- Select, supervise, train and evaluate technical subordinates.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works construction inspection.
- Methods, materials, equipment and safety hazards of public works construction.
- Applicable codes and regulation governing construction of public works, including knowledge of Division of Industrial and Safety Orders.
- Principles of supervision, training and performance evaluation.

Ability to:

- Understand and interpret engineering plans and specifications.
- Deal firmly and tactfully with contractor, engineers and property owners.
- Communicate clearly and concisely, orally and writing.
- Maintain engineering records.
- Select, supervise, train and evaluate subordinates.
- Work overtime including weekends and night work as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade preferably supplemented by college level math, engineering or related courses and training in the construction inspection of public works.

Experience: Five years' experience comparable to that of a construction inspector in the City of Riverside or seven years' experience in a supervisory capacity in the construction and/or inspection of public works construction.

MEDICAL CATEGORY: Group 1

DESIRABLE SPECIAL REQUIREMENT

Possession of a Certificate, as a Registered Construction Inspector (Division 1) as issued by the State of California is desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Chief Construction Inspector

TO: Construction Contracts Administrator