



# CITY OF BANNING, CALIFORNIA

## Public Works Inspector

Job Code: 4330

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs inspections of public works construction projects and ensures compliance with plan specifications.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Ensures compliance with approved plans and specifications for all construction performed within the City's right of way, consisting of underground utilities, water, sewer and storm drains and underground structures, road construction, sidewalks, curbs and gutters, signage, traffic signals and landscaping. Coordinates all capital improvement project field work. Maintains field records including daily reports, pictures and memos. Issues permits for construction.

Answers citizens complaints and request for information relating to construction. Communicates with other municipalities, local, state, federal and private organizations. Communicates with contractors to ensure compliance with approved plans and specifications. Interprets plans, specification, code, ordinances and policies to contractors and staff. Compiles reports for current and future projects. Assists in developing specifications for future projects.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of trends and practices in public improvement projects.
- Knowledge of building and construction codes.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** two (2) years of construction, plans review or related experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California driver license. May occasionally be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.