

**SENIOR ENGINEERING INSPECTOR***Class Definition*

Under direction, supervises the activities of field personnel engaged in the inspection and contract administration of municipal improvement projects.

*Distinguishing Characteristics*

Senior Engineering Inspector is the first line supervisory level in the Engineering Inspector series. Incumbents supervise subordinates in performing inspection and contract administration duties on construction projects. This class is distinguished from Engineering Inspector II in that the latter is the advanced working level class in which incumbents perform the full range of duties and may provide functional and technical lead direction for other assigned inspection staff.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, coordinates, supervises, and evaluates the activities of a group of subordinate engineering inspectors.

Performs inspection and contract administration on more complex municipal capital improvement projects.

Prepares written reports on inspection activities and reviews monthly pay estimates.

Reviews plans and specifications for engineering soundness and conformance to established standards.

Makes difficult mathematical estimates concerning inspection of municipal facilities, such as for project estimates, earth work computations, progress estimates, and construction reports.

Consults with the public, private engineers, and contractors on the proper construction and maintenance of municipal facilities.

Provides consulting services to contractors, engineers, and property owners by outlining alternate methods of complying with construction standards.

Checks subordinates' daily reports, cost estimates, field changes, as-built drawings, and contract bid items in preparation of payment.

Develops and administers safety and training programs.  
Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of City Public Works Standard Specifications, State Standard Specifications, and pertinent state and local laws.

Knowledge of construction materials and materials testing in the field and laboratory.

Knowledge of methods and practices involved in engineering and building construction and inspection procedures.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Ability to interpret construction plans and specifications and to determine whether construction is in conformance.

Ability to enforce the provisions of specifications with firmness and impartially.

Ability to perform difficult technical computations and make estimates of materials and cost.

Ability to detect substandard design, materials, and workmanship in construction projects.

Ability to prepare clear, concise, and comprehensive technical reports, records, correspondence, and other written materials.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

*Minimum Qualifications*

Three years of experience in engineering inspection and contract administration of public works construction projects.

*Necessary Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Human Resources

DATE: \_\_\_\_\_