

CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE
AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION
CLASSIFICATION PLAN) BY AMENDING THE CLASS SPECIFICATION
FOR THE PUBLIC WORKS INSPECTOR POSITION

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, class specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, an evaluation has been conducted of the position specification of the Public Works Inspector vis-à-vis the actual duties performed by the employee who recently held that position and it has been determined that changes are necessary as detailed in the Position Specification & Attributes attached hereto as Exhibit "A"; and

WHEREAS, the City, in consultation with Management, the Personnel Office, and key personnel in the Public Works Department, has determined that it is proper to make updates to the Public Works Inspector position class specification;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the proposed amended class specification for the Public Works Inspector position as detailed in Exhibit "A".

SECTION 2. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

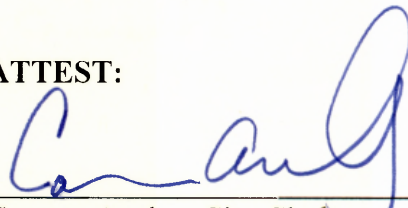
PASSED, APPROVED and ADOPTED this 26th day of November 2013.

CITY OF SOUTH GATE:




Gil Hurtado, Mayor

ATTEST:



Carmen Avalos, City Clerk
(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

Exhibit A

City of South Gate CLASS SPECIFICATIONS AND ATTRIBUTES

PUBLIC WORKS INSPECTOR

DESCRIPTION

Under general direction of the Public Works Director or designee, inspect workmanship and materials on a variety of public works projects, public improvements, utility construction, park improvements, or parking lot projects for conformance with approved plans, specifications, standards, and department regulations; assures compliance with federal, state, and local codes and standards and contractual provisions; performs related duties as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Director or his/her designee assisted by the Senior Civil Engineer.

SUPERVISION EXERCISED

Does not exercise supervision.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Conducts routine inspections of public improvement projects, inspect materials and workmanship to ensure compliance with approved plans and specifications; inspects conditions prior to the start of construction, during construction, and upon completion.

Inspects various types of construction activities including but not limited to street improvements, park improvements, water, sewers, storm drains, street lighting, traffic signal, utility installations, and other related items at various stages of construction; and ensures implementation of adequate traffic control measures.

Observes and measures materials used in streets, parks, gutters, curbs, sidewalks, parking lots, water and sewer systems, storm drain construction, underground improvements, street lighting systems, landscaping, landscaping irrigation systems, facilities, and other public improvements.

Checks concrete forms for proper alignment and grade; observes pipeline installations for proper alignment, grade, jointing, and fixtures; inspects forms and sub-grades prior to asphalt paving and concrete pouring; interprets plans and specifications; notes corrections and issues notices requiring modifications to work in progress.

Maintains daily activity records and other records of inspection work; checks and issues excavation and construction permits.

Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

QUALIFICATIONS

Training and Experience

A combination of education and/or experience that has provided the knowledge, skills and abilities necessary. Graduation from high school or equivalent and five (5) years of combined civil engineering and public works inspection experience. Graduation from an accredited college with a Bachelors of Science degree in Civil Engineering may substitute for 3 years of the required experience. May be required to work during weekdays, weeknights, and/or weekends.

License Requirement

Possession of a valid California Class C driver's license and a satisfactory driving record is required at time of appointment and throughout employment in this position; Certification as a Public Works Inspector or completion of Public Works Inspector courses conducted by a recognized institution of higher learning or Certified American Concrete Institute (A.C.I.) Concrete Field Testing Technician or Registered Construction Inspector with American Construction Inspectors Association (A.C.I.A.) or equivalent is highly desirable.

Knowledge, Skills, and Abilities

Knowledge of: principles, methods, materials, equipment and safety hazards of construction in the field of assignment; applicable laws, regulations, codes and department policies; defects and faults in construction, knowledge of fundamentals of civil engineering; proper construction techniques and use of materials; applicant shall have experience in properly inspecting workmanship and materials; making proper field decisions and interpretations; determining the status of construction work and verifying adherence to contractual obligations; enforcing traffic control measures in work areas; implementing City procedures for the conduct of inspections, reporting of deficiencies, and preparing notices of correction; knowledge of federal, state, and local laws, codes, standards, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; and knowledge of occupational hazards and standard safety practices.

Ability to: read, understand, and interpret engineering plans, drawings, and specifications and to prepare accurate engineering records; detect and locate faulty materials and workmanship and to determine the stage of construction during which defects are most easily found and remedied; deal firmly and tactfully with contractors, engineers and property owners; perform inspection activities with minimal supervision; inspect and analyze construction procedures and interpret code violations; perform mathematical & earthworks calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, standards, and regulations; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; observe safety principles and work in a safe manner; follow written and oral directions; communicate clearly and concisely both orally and in writing; make recommendations on change orders, and establish & maintain effective working relationships.

Skills: Operate a variety of tools and equipment used in construction inspection; operate an office computer and a variety of word processing and software applications. Being bilingual English/Spanish is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Considerable outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles

and toxic or caustic chemicals. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

PUBLIC WORKS INSPECTOR
CREATED MARCH, 2002
AMENDED JUNE, 2011
AMENDED NOVEMBER, 2013

RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) SS

CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7573 was adopted by the City Council at their Regular Meeting held on November 26, 2013, by the following vote:

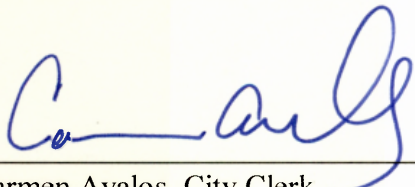
Ayes: Council Members: Hurtado, Gonzalez, Morales, Davila and De Witt

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Witness my hand and the seal of said City on December 3, 2013.



Carmen Avalos, City Clerk
City of South Gate, California