



# City of Milpitas

## We invite applications for the position of: Public Works Inspector

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**Annual Salary Range: \$87,797 - \$106,718**

**Post Date: May 2, 2018**

**Close Date: May 23, 2018**

### **Why Milpitas?**

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

### **The Opportunity**

The selected incumbent will inspect work quality and materials used in a variety of public works construction projects and subdivisions to insure conformance with approved plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

This is the full journey level class in the Public Works Inspector series. Positions in this class perform the full range of duties and tasks as assigned, with only occasional instruction or assistance as new or unusual situations arise. The Public Works Inspector is distinguished from the Senior Public Works Inspector in that responsibility is not assumed on a regular basis for supervision, scheduling and coordinating the activities of the inspection unit.

### **What You Will Do**

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

Review plans and specifications of assigned projects; attend pre-construction conferences as assigned. Inspect materials for identification and conformance to specifications.



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Inspect work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specifications, codes and ordinances.

Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

Take samples of materials for examination for analysis by laboratories.

Perform routine field tests.

Observe work during progress and upon completion.

Record amounts of materials used and work performed; prepare necessary reports for progress payments.

Indicate location of various appurtenances on plans.

Prepare activity records and reports.

Coordinate design alterations between City staff and the developer.

Perform related duties as assigned.

### **Experience and Education**

**Experience:** Two years of increasingly responsible public works inspection experience or a closely related field.

**Education:** Equivalent to the completion of the twelfth grade.

### **Professional Goals/Focus -**

**Technical:** Safety policies training and communication. Construction methods, materials and construction inspection skills. Project management skills.

**Client:** Understand client goals, client's business, and effective client relationships.

**Ability:** To effectively manage time and work independently, professionally and effectively interact with a variety of individuals.

### **License and Other Requirements**

A valid California driver's license is required at time of application and for duration of employment.



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### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

**Special Requirements:** Essential duties require the following physical abilities and work environment: Typically, work is performed at construction sites and in an office environment; exposure to outdoor elements; extensive use of the telephone and radio, repetitive keyboarding on a computer; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, and climb; push, pull, and carry up to 50 pounds; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone is essential; exposure to construction-related chemicals and products; may be required to crawl in confined spaces.

**To Apply:** Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

**Benefits:** The City provides an excellent array of benefits that includes the following. This position is represented by the PROTECH bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

[http://www.ci.milpitas.ca.gov/\\_pdfs/hr\\_mou\\_protech.pdf](http://www.ci.milpitas.ca.gov/_pdfs/hr_mou_protech.pdf)

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.