

Application and Selection Process

To be considered for this position, applicants must submit a completed City of Healdsburg application, cover letter and resume. Apply online at www.ci.healdsburg.ca.us or download the required application and mail your application materials to the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, CA 95448. **Position is open until filled.**

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview.

Compensation and Benefits

Salary Range: \$6,164-\$7,522/per month, DOQ/E.

Retirement: Membership in CalPERS (as defined by PEPRA). Employees pay the employee contribution on a pre-tax basis. The City does not participate in Social Security.

Life Insurance: \$75,000 group term life.

Vacation: 10 days per year, increasing with service.

Holidays: 12 paid holidays per year.

Sick Leave: Accrual of 12 sick days per year.

LTD: 100% paid by City.

Health: Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser, Sutter or Anthem Blue Cross for medical coverage. Employees choosing Kaiser or Anthem pay a portion of the medical premium on a pre-tax basis.

Longevity Pay: 2% to 6% additional compensation may be granted for 5- 25 years of service.

EAP: EAP Program for employee and dependents.

Add'l Benefits: Credit union, deferred compensation plans and Vantage Care Plans are available.

The City

Healdsburg is located 70 miles north of San Francisco on Highway 101 in the literal heart of the wine country. With a population of approximately 11,000 residents, the City's small town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City of Healdsburg enjoys a moderate climate. Summer temperatures range from 70 to 90 degrees with cool evenings. Winters are mild, with the average rainfall being 40 inches per year and with no snowfall. Because of its location on the Russian River and the surrounding wine valley regions, it offers a wide variety of recreation, scenic and historic attractions and provides excellent opportunity for fishing, hiking, canoeing, swimming and water skiing.



EMPLOYMENT INFORMATION: Prior to employment, the candidate selected for the position will be required to successfully pass a thorough physical examination given by a City-designated physician. Background and references checks will be conducted on the final candidate. **ACCOMMODATION:** Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. **SPECIAL NOTE:** The information contained in this job announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Announcement Date: February 16, 2018

City of Healdsburg, California

401 Grove Street
Healdsburg, CA 95448
Phone: (707) 431-3322
Fax: (707) 431-3321
www.ci.healdsburg.ca.us



is recruiting for a:

Public Works Inspector



**Position is
Open until filled**

The Position

The City of Healdsburg is accepting applications for the position of Public Works Inspector. This is a full-time non-exempt position in the City's Public Works Department.

Under general supervision, inspects construction and capital and development projects for conformance with adopted City standard specifications and details, public works provisions, and industry safety standards; performs compaction testing on in-place base rock cathodic protection system testing and special related work as assigned.

Class Characteristics

The Public Works Inspector is an experienced, journey-level class, fully capable of independently performing a wide variety of inspections and administrative duties on the installation of public infrastructure and facilities. This class is distinguished from the Public Works Engineering Technician classes in that the latter performs a variety of plan review, drafting and basic design and related technical support work, while the emphasis of this class is on field inspection, oversight, and administration of both publicly and privately funded construction projects.

Examples of Duties

Essential:

- Uses a detailed knowledge of construction equipment, materials and practices to perform on-site construction inspections of streets, curbs, gutters, sidewalks, driveways, catch basins, paving, storm and sanitary sewers, water systems, earthwork, rough and fine grading and directs contractors in the acceptable installation of water, sewer, drainage, streets, and other related public works infrastructure.
- Provides technical and field support to Project Manager and Resident Engineer on Public Works administered projects.
- Reviews plans, maps, specifications, soils reports, contracts and other documents to ensure conformance with federal, state, City and industry codes and regulations; notes changes required and follows up as necessary.
- Effectively interprets, explains and enforces laws, specifications, regulations, ordinances and policies to

developers, contractors, representatives of other agencies and the public; confers with and makes recommendations to City engineering staff regarding possible changes to plans and problem resolution.

- Inspects safety aspects of jobs in progress; monitors contractors compliance with applicable safety rules and regulations and takes appropriate action to maintain field construction safety.
- Maintains logs and pictures of construction work being performed and other aspects of the work; prepares periodic and special reports as required; estimates progress payments due on contracts for public works projects, negotiates and makes recommendations on contract change orders.
- Retains plans and specifications until project completion; prepares and/or checks "as-built" plans for completeness and accuracy.
- Reviews City-contracted work for conformance to plans and specifications and for work completed; completes forms and provides preliminary authorization for progress payments.
- Uses nuclear gauge for compaction testing; voltage and resistance test meters for anode testing; concrete testing equipment and provides inspection and backup for City street assessment and overlay projects.
- Uses a wide variety of engineering and survey tools and equipment; drives a City vehicle to inspection sites.

Qualifications

Knowledge of: Construction methods, materials, practices, specifications and equipment involved in Public Works construction projects; field engineering and inspection practices and basic design criteria for construction projects; applicable City, state and industry laws, ordinances, regulations, codes and standards; safe work practices and regulations pertaining to the work; mathematics, including trigonometry and algebra; basic surveying principles and practices; basic materials and soils testing techniques and terminology. **Skill in:** Performing skilled inspections of varied public works and related projects; reading and interpreting drawings, plans, specifications and contracts; interpreting and enforcing a variety of codes, ordinances and regulations; accurately estimating the time, materials, and costs to construct a wide variety of public works facilities; maintaining clear, accurate and concise records and field sketches;

exercising sound, independent judgment within procedural guidelines; writing clear, accurate and concise logs, reports and correspondence; making accurate mathematic calculations; dealing tactfully and effectively with the public, developers, property owners, contractors and a variety of others contacted in the course of the work.

Licenses and/or Special Certificates

Must possess a valid California driver's license. Must possess or have the ability to obtain, within six-months of hire, CPN Certification on Radiation Safety and Use of Nuclear Gauge to operate nuclear compaction equipment. Possession of an ACI Concrete Field Testing Technician Certificate Grade I is highly desirable.

Working Conditions/Physical Demands

Duties require sufficient mobility to work in a typical office setting as well as outdoors, in rough and uneven terrain and use standard office, inspection, and survey equipment, including a computer, transit, level, nuclear compaction testing gauge, vision sufficient to read printed materials and a VDT screen, hearing and speech sufficient to communicate in person or over the telephone, and strength and stamina to walk for extended periods of time in varied terrain and the ability to work outdoors in a variety of weather and topographic conditions. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 50 pounds.

Education and Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way of gaining the knowledge and abilities outlined above would be equivalent to **EITHER** graduation from high school, supplemented by mathematics coursework through trigonometry and two years of experience in engineering technical support, inspection, plan checking or surveying **OR** completion of two years of college level coursework in pre-engineering, construction technology or a related field supplemented by one year of such experience.