



**CITY OF CONCORD**  
invites applications for the position of:

## **Construction Inspector**

**SALARY:** \$34.21 - \$43.66 Hourly  
\$5,929.73 - \$7,567.73 Monthly  
\$71,156.80 - \$90,812.80 Annually

**OPENING DATE:** 09/22/20

**CLOSING DATE:** 10/23/20 05:00 PM

### **JOB CHARACTERISTICS:**

**\*\*\*OPEN & PROMOTIONAL JOB OPPORTUNITY\*\*\***

#### **Construction Inspector**

The **Current Development Division** of the City of Concord's Community Development Department is seeking a positive, productive individual with excellent communication and organizational skills to fill their vacancy for a **Construction Inspector**.

The ideal **Construction Inspector** candidate is someone who:

- Possesses strong organizational skills and self-motivation;
- Has the ability to develop and maintain positive working relationships with management, staff, the public, contractors, utility companies, and public agencies;
- Has prior experience with performing inspection duties on public infrastructure projects that include specific duties related to the use of Federal and/or State funds;
- Has the ability to work independently and display sound judgment at all times; and
- Has the ability to effectively utilize computer applications and technology related to permitting and inspections.

The ideal **Construction Inspector** candidate will also embrace, promote and be guided by the [City's Mission, Vision and Values](#).

#### **SELECTION PROCESS**

1. Submit a completed City of Concord application and the required supplemental questionnaire responses online at [www.cityofconcord.org](http://www.cityofconcord.org) by **5:00 p.m., Friday, October 23, 2020**. Only application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental questionnaire responses will be competitively evaluated, and those candidates demonstrating the strongest qualifications for the position will be invited to a virtual panel interview **which is tentatively scheduled for the week of November 9 or November 16, 2020**. If you are selected to participate in the panel interview process and are unavailable, we regret that we will not be able to reschedule you.
3. Successful candidates will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancy, as well as others occurring over the next 12 months.

**IMPORTANT:** Contact with candidates will primarily be via email. Make sure you list a current email that you **check regularly** on your application.

## **CONSTRUCTION INSPECTOR**

### **Purpose**

Inspects Public Works construction projects to ensure compliance with applicable codes, city ordinances, approved plans and specifications. Performs related work and other work as required, all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

### **Equipment, Methods & Guidelines**

Uses State, County, and City standard plans, specifications, rules and regulations; uses automobile, hand levels, pocket scales, engineering tapes, two-way radios, records of actions taken, calculators, personal computer for word processing, spreadsheets, time card entry, and similar applications, telephone, personal protective equipment, hand tools, and voice dictation equipment. May use survey transit and level.

### **Working Conditions**

The work is performed predominantly outdoors and includes exposure to extremes in weather conditions, noise, noxious odors, airborne particles, and hazardous traffic, and construction site conditions.

### **Physical Demands**

Emphasize speech, hearing, vision, stooping, crawling, climbing, balance, and moderate to heavy lifting and physical agility.

### **Supervisory Guidance Received/Given**

Reports to Program Manager and may take lead direction from the Construction Inspection Supervisor. Independently applies applicable codes and ordinances to ensure conformance. Control over work methods is general, rather than detailed in nature; makes independent decisions when issuing permit authorizations, approving construction start dates, stopping or rejecting work, or issuing citations for violations. Work assignments, including written reports and communications, are reviewed upon completion but before submission or distribution. May direct and oversee Permit Center Technicians in calculation of engineering quantities and estimates and while performing inspection duties.

### **EXAMPLES OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Interprets prepared plans and specifications in providing oversight of the construction projects.
2. Inspects the construction and installation of a wide variety of public works projects such as curbs, gutters, sidewalks, sanitary sewers, storm drains, traffic signals, irrigation and landscaping, and street pavement; reviews and conducts inspections of encroachments on streets and public rights-of-way for type and quality of materials, location, and grade, backfill of trenches, and completion of project.
3. Interprets and enforces a variety of codes, ordinances, and special requirements related to construction.
4. Reviews requests to cut and open street surfaces to install public utilities and issues permit authorizations; inspects backfilling, base construction, and pavement resurfacing to see that streets are repaired according to specifications.
5. Verifies that street surfaces are laid at proper temperatures and that appropriate methods are used to produce a finished surface that meets specified line, grade, and compaction requirements.
6. Verifies that concrete is placed in sturdy forms and meets slump and other specified standards, and that curb, gutter, and foundation forms meet specified line and grade requirements.
7. Verifies that forms or prefabricated structures conform to specified sizes and dimensions, and that reinforcement steel is of specified size and quality and placed in accordance with plans and specifications.
8. Takes samples of construction materials used on various projects for testing purposes.
9. Reviews contractor payrolls to ensure compliance with governing wage and hour regulations.
10. Communicates with the public, contractors, regulatory agencies, and City staff. Prepares weekly status updates on projects for supervisor. Prepares letters and other forms of correspondence.

11. Performs field negotiations with contractors, utilities, and others to meet the City's requirements. Authorizes construction start date or relates why work does not conform to plans and specifications, or is not properly authorized; and stops or rejects work or issues citations for violations.
12. Maintains accurate written reports on inspection and related work and prepares oral and written reports on assigned job activities. Drafts construction change orders.
13. Answers inquiries and complaints from the general public regarding inspection and related functions and activities, and refers them to other City staff members or departments whenever appropriate.
14. Investigates various encroachments, including improper use or storage of materials on various streets and public rights-of-way. Uses a personal computer to retrieve and complete encroachment and grading permits.
15. Ensures that construction projects maintain high level of safety for the public, including appropriate use of barricades, signs, flaggers, striping, lighting, trench shoring, and properly maintained equipment.
16. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.
17. May perform miscellaneous field, technician, or construction related work and special assignments.

## **QUALIFICATIONS:**

### **Knowledge and Abilities**

Working knowledge of approved procedures, techniques, equipment, tools, materials, and safety practices associated with the construction and repair of streets, storm drains, sewers and related public works projects. Knowledge of the laws, ordinances, and regulations related to public works construction and repair work; related construction survey practices, and related mathematics. Ability to effectively review and inspect various public works construction projects and encroachments on streets and rights-of-way to ensure compliance with approved specifications, plans, laws, and regulations; to read and interpret construction plans, testing reports, specifications and applicable laws and regulations; to keep accurate records and prepare reports that require good English usage; to understand and carry out oral and written instructions. Ability to identify problems, evaluate alternatives, and arrive at logical solutions. Excellent communication skills and diplomacy; ability to establish and maintain cooperative and effective relationships with those contacted in the course of work.

### **Education/Experience**

**Education:** Completion of the 12th grade. Although not required, completion of courses in construction surveying and trigonometry are desirable.

**Experience:** Two (2) years of employment as a Permit Center Technician III or three (3) years of employment in construction-related activities, including experience with inspections and code interpretation. Plan review experience is highly desirable.

### **OTHER:**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

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The City of Concord is an Equal Opportunity/Veteran's Preference Employer.

The provisions of this bulletin do not constitute a contract, express or implied and any provisions contained in this bulletin may be modified or revoked without notice. It is a policy of the City to refuse to consider a person for a position whenever that person's relationship to an employee, elected or appointed official, or member of a board or commission has the potential for creating adverse impact on supervision, safety, security, or morale, or involves a potential conflict of interest.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofconcord.org>

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1950 Parkside Drive  
Concord, CA 94519  
925-671-3308

Position #2020-00045  
CONSTRUCTION INSPECTOR  
KC

[Jobs@cityofconcord.org](mailto:Jobs@cityofconcord.org)

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### Construction Inspector Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes  
 No
- \* 2. Which best describes your highest level of education?
- Some high school  
 High school or GED  
 Some college  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 Doctorate Degree  
 None - N/A
- \* 3. Have you completed any coursework in construction surveying?
- Yes  
 No
- \* 4. Have you completed any coursework in trigonometry?
- Yes  
 No
- \* 5. How many years of employment as a Permit Center Technician III with the City of Concord do you have?
- Less than 1 year  
 1 year to less than 2 years  
 2 years to less than 3 years  
 3 years to less than 4 years  
 4 years to less than 5 years  
 5 or more years  
 I have not been employed as a Permit Center Technician III
- \* 6. How many years of employment in construction-related activities do you have?
- Less than 1 year  
 1 year to less than 2 years  
 2 years to less than 3 years  
 3 years to less than 4 years  
 4 years to less than 5 years  
 5 or more years  
 I do not have this experience
- \* 7. Do you have experience with inspections and code interpretation?

Yes No

\* 8. Do you have any plan review experience?

 Yes No

\* 9. Please list any industry relevant certifications you have in the box below. If you do not have any, please type NA in the box below.

\* 10. Have you attended training sessions by any of the following organizations? Check all that apply.

 FEMA Caltrans FHWA MUTCD APWA Clean Water Program OSHA

\* 11. How would you rate your experience with software applications such as ArcGIS, AutoCAD, or Accela?

 No experience Beginner level Intermediate level Advanced level Expert level

\* 12. How would you rate your experience with software applications such as Word, Excel, or Outlook?

 No experience Beginner level Intermediate level Advanced level Expert level

\* 13. How would you rate your knowledge of Caltrans standards and specifications?

 No experience Beginner level Intermediate level Advanced level Expert level

\* 14. How would you rate your knowledge of City of Concord construction standards and specifications?

 No experience Beginner level Intermediate level Advanced level Expert level

\* 15. How would you rate your knowledge of Traffic Control implementation and MUTCD standards?

 No experience Beginner level Intermediate level Advanced level Expert level

\* 16.

In 500 words or less, please describe your experience with performing inspection duties on public infrastructure projects that include specific duties related to the use of Federal and/or State funds. If you do not possess this experience, please type NA in the box below.

\* Required Question