



**TOWN OF WINDSOR**  
invites applications for the position of:

## **PUBLIC WORKS INSPECTOR**

**SALARY:** \$35.27 - \$44.06 Hourly  
\$2,821.60 - \$3,524.80 Biweekly  
\$6,113.47 - \$7,637.07 Monthly  
\$73,361.60 - \$91,644.80 Annually

**OPENING DATE:** 09/13/18

### **DESCRIPTION:**

#### **THE TOWN:**

The award winning Town of Windsor is located in Sonoma County and offers the highly acclaimed wine country experience, along with economic opportunity, temperate weather, safe and well-maintained streets and parks, and a beautiful location. The Town has a population of 27,000 and is situated 63 miles north of San Francisco and 20 miles east of the Pacific Ocean, Incorporated as a common law city in July 1992, Windsor provides a modern, relaxed lifestyle with a growing retail and industrial center for the North County. The Town is currently on a 4/10 work schedule from Monday through Thursday, and is closed on Friday, allowing employees more time to enjoy a work-life balance.

#### **THE POSITION:**

Under general supervision, performs a variety of duties involved in inspecting the workmanship and materials used in a variety of public works developments, capital improvement projects, and encroachment activities of Town infrastructure; ensures conformance and compliance with applicable Federal, State, and Town laws, codes, ordinances, plans, specifications, and departmental regulations; and performs related work as required. This position will have a M-F schedule, or 4/10s at the Town's discretion. To view the full job description click [here](#)

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned supervisory and managerial staff. Exercises no direct supervision of staff.

#### **CLASS CHARACTERISTICS:**

This is a single-position classification that performs the full range of technical work in all of the following areas: inspecting the workmanship and materials used in a variety of public works projects; ensuring conformance and compliance with plans, specifications and departmental regulations; and directing and guiding contractors to achieve quality control and proper use of materials. Responsibilities require the use of tact, discretion, and independent judgment and frequent interaction with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the professional engineering series in that the latter is a professional level requiring completion of a four-year degree.

#### **EXAMPLES OF DUTIES:**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Inspects all phases of a variety of public works development and capital improvement construction projects and encroachment activities for conformance with plans, specifications, contract provisions, permits, safe work practices, and regulatory codes.
- Performs site inspections and reviews plans and specifications of assigned construction projects, including streets, storm drains, curbs, gutters and sidewalks, street and alley pavement and grading, and utility systems installation and repair projects.
- Documents results of work activities, including daily inspection reports, test results, required changes or modifications, staffing and equipment utilized, and other related activities; prepares necessary reports as required.
- Coordinates and/or attends pre-construction and progress meetings to review procedures, encroachment permits, plans, and requirements, discuss project status and possible changes, and address other related issues.
- Confers with contractors and developers regarding conformance to standards, plans, specifications, and codes; explains requirements and evaluates alternatives.
- Consults with engineering staff regarding problems and change alternatives.
- Acts as liaison between the Town, contractors, other agencies, and businesses and residents affected by projects; maintains communication among the parties and responds to and resolves issues and complaints or refers them to the proper office for resolution; confers with property owners regarding project schedule, hazards, and inconvenience.

## **TYPICAL QUALIFICATIONS:**

### **Knowledge of:**

- Materials, methods, principles, and practices used in public works construction, including streets, curbs, gutters, sidewalks, drainage, sewer, water, and related facilities and appurtenances.
- Principles and practices of public works construction inspection.
- Basic design and construction practices and methods of public works infrastructure.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Technical report writing practices and procedures.

### **Ability to:**

- Inspect standard capital improvement and public works projects to ensure compliance with plans and specifications.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Detect and locate faulty materials and workmanship and determining the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and legal descriptions for conformance with Town standards and policies.
- Coordinate activities with multiple contractors, engineers, and property owners.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read and interpret engineering plans, technical drawings, specifications, and maps.
- Make accurate mathematical and basic engineering calculations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge,*

*skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12th) grade supplemented by completion of a vocational/technical program or two (2) years of college-level coursework in civil engineering, drafting, surveying, mathematics, or related field and three (3) years of engineering, public works infrastructure construction, inspection, or related experience.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS:**

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**SUPPLEMENTAL INFORMATION:**

**APPLICATION PROCEDURE:**

**A completed Town of Windsor application and supplemental questionnaire are required.** Resumes will not be accepted without an application. To apply online visit our website at [www.townofwindsor.com](http://www.townofwindsor.com). You can also obtain application materials in person at Town of Windsor Civic Center 9291 Old Redwood Highway, Bldg 400, Windsor CA 95492 Monday through Thursday, 7 a.m. to 6 p.m. For questions, please contact Human Resources at (707) 838-5362.

**THE SELECTION PROCESS**

This job is open until filled and the **first round of applications will be reviewed the week of October 22, 2018.** Applications will be screened and those considered best

qualified will be invited to appear for a practical exam, an oral interview or both. Meeting the announced requirements does not guarantee inclusion in the selection process.

The Town of Windsor Human Resources Division will make reasonable efforts in the examination process to accommodate qualified disabled applicants. Individuals with disabilities who would like to request an accommodation in the testing process must inform the Human Resources Division in writing by the final filing date.

## **BENEFITS**

- Up to 13 paid holidays and 80 to 160 vacation hour accruals per year
- Medical, dental and vision insurance
- 120 hours sick leave accrued per year
- Life insurance and long-term disability insurance
- Employee Assistance Program
- Optional participation in deferred compensation plans and Flexible Benefit Program
- CalPERS retirement classic( [2%@55](#)), employees contribute 3% of the employee contribution to their retirement; Pepra 2%@62 , employees pay employee contribution of 6.25%; no Social Security
- Educational Development Allowance
- Bilingual Spanish pay incentive

## **EMPLOYMENT INFORMATION**

- Employment offers are normally made following reference and background checks and are always contingent upon fingerprint clearance and successful completion of a pre-employment physical examination given by a Town-designated physician.
- Employment is contingent upon verification of identity and legal right to work in the United States as required by the Immigration Reform and Control Act (IRCA). Information contained in this announcement does not constitute either an expressed or implied contract. These provisions are subject to change. All appointments are subject to the Town Manager's approval.

## **The Town of Windsor is an Equal Opportunity Employer**

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.townofwindsor.com>

Position #2018-00062  
 PUBLIC WORKS INSPECTOR  
 KM

9291 Old Redwood Hwy  
 Windsor, CA 95492  
 707-838-5362

[kmccaffrey@townofwindsor.com](mailto:kmccaffrey@townofwindsor.com)

## **PUBLIC WORKS INSPECTOR Supplemental Questionnaire**

- \* 1. Please describe your work-related training and/or experience as it relates to public works inspection in each of the categories listed below. Be specific as to how many years of experience you possess and where the experience was gained. a. Principles and practices of Public Works construction, including streets, curbs, gutters, sidewalks, drainage and sewers. b. Capital improvement projects c. Encroachment permits d. Tracking of construction projects and record keeping e. Federal and state safety codes as they relate to the construction work zone

\* Required Question