

**CONSTRUCTION INSPECTOR (7291)
TASK LIST 2020**

Written Communication

1. Prepares daily, weekly, and monthly reports using a computer word processing system, such as Microsoft Word, relating to the jobs inspected and their progress on various forms, such as job reports, paving reports, job diaries, and monthly progress estimates, in order to keep an organized progress record for each project.
2. Composes Daily Job Reports by summarizing the daily equipment and personnel utilized and work activity that occurs to ensure the department is able to sufficiently defend its case legally if discrepancies arise between contractors and the working department.
3. Clarifies change of plans that occur by verifying change order work to contractors in order to ensure that the revisions are properly communicated between the working department and contractors.
4. Identifies and alleviates problems with contractors by drafting notices of non-compliance or field Memorandum when work does not conform to plans, specifications, Municipal Code, or State Law to ensure project plans are followed thoroughly.
5. Prepares written reports by taking photographs of the work site and adjacent property to establish the existing conditions prior to the start of construction to ensure the site is returned to its original condition following the completion of the project.
6. Drafts Office of Contract Compliance Forms (OCC I and OCC II) by organizing and filling out employee records for each contractor in order to assist the Labor Compliance staff with information regarding the labor that is involved for each individual project.
7. Verifies personnel by completing Office of Contract Compliance Form (OCC I and OCC II) reports by interviewing individual employees to ensure that the proper information regarding prevailing wages are communicated.
8. Tracks and documents contract bid item quantities of work completed in order to process a pay request.
9. Drafts and submits all written reports on current projects to supervisors by attending weekly safety meetings in order to ensure smooth communication regarding project development and the reinforcement of safety skills.

Oral Communication

10. Collaborates with multiple agencies such as other governmental agencies, bureaus, public utility companies, and tenants by acting as a liaison in order to manage communication between the contractor and City Departments.
11. Responds to complaints from the public either in person or by telephone by addressing the inconveniences caused by projects in order to fix them in a timely manner.
12. Consults the public by explaining to merchants, property owners, and/or tenants the purpose, expected duration, and probable benefits of projects in order to ensure a clear understanding regarding construction projects.

Safety Management

13. Reviews completed construction to ensure that all work has been completed in accordance with plans and specifications and that original ground conditions and private improvements are returned to their original condition.
14. Responds to emergency repairs received through dispatch by remaining flexible and attending to them immediately in order to ensure that proper safety threats are addressed for the protection of the general public.
15. Promotes the protection of workers and the general public by being aware and enforcing safety rules to ensure compliance with applicable safety regulations, such as Cal/OSHA and Municipal Code, in order to prevent any work-related injuries.
16. Maintains the working area closed off to the public by taking the proper measures to reduce public interference and barricading the site in order to prevent any injuries from taking place.
17. Identifies potential hazards on the construction sites by inspecting all the materials that are to be used for the project, specifically the type, size, shape, quality, and strength in order to ensure their suitability for structures as designed.
18. Analyzes the materials used on projects by collecting samples of construction materials, such as concrete, asphalt concrete, reinforcing steel, base materials and cement for testing, in order to ensure they are in compliance with the contract documents.
19. Ensures the reliability of project supplies by collaborating with third party inspection companies and assess for damage control by inspecting concrete, clay or cast-iron pipe, upon delivery to ensure that the materials being imported are in compliance with City safety and project regulations.

Project Management

20. Plans assigned work assuring priority assignments are handled first and considers assignments in terms of content, difficulty, safety, and timeframe as well as contractors' workload, capabilities, and developmental needs in order to ensure all assignments are being inspected.
21. Observes the work done by contractors' employees for conformance, quality, and contractual requirements to ensure safe and timely completion of work and that its quantity and quality are consistent with standards.
22. Monitors the inspection of various construction sites including Public Works, public utilities projects, and public and tenant improvements to ensure that materials and construction methods are consistent to plans and safety regulations.
23. Engages in self-management by working independently with limited supervision on the inspection of all projects or specific phases of the work on large projects in order to ensure that the contract is completed.
24. Interprets project plans, specifications, and changes by communicating with contractors in order to ensure the project is advancing according to the contract documents.
25. Reduces the amount of traffic caused by construction projects by referencing the Work Area Traffic Control Manual (WATCH) or Department of Transportation traffic control plans in order to establish compliance with any special traffic control provisions indicated in project plans.
26. Works closely with contractors on a daily basis by meeting in person and calling on the phone in order to ensure that the appropriate steps are taken to move the project forward.
27. Visits multiple construction sites by prioritizing different assignments throughout the day while self-managing in order to ensure that each project is receiving the attention necessary so that it is completed on time and in a safe manner.
28. Facilitates special projects such as the construction of public buildings, facilities, and tenant improvements by enforcing special specifications and codes for building construction.

Inspection Field Work

29. Monitors pavement construction by inspecting paving materials, methods, and equipment used by contractor in order to ensure suitability and conformance to specifications.
30. Reviews street improvement projects by inspecting paving materials, methods, and equipment used by contractors, which includes the preparation of subgrades, the placing of control joints, concrete, adjustment of sewer and storm drain covers, finishing exposed surfaces of concrete, and the curing of concrete work in order to ensure suitability and conformance to specifications.
31. Inspects the metal fabrication process by witnessing construction work during the process including fabrication, machining, welding, riveting, assembling, galvanizing, and painting to ensure contract documents will be met.
32. Facilitates the completion of grading projects by inspecting fill materials, while clearing, benching, and scarifying the area to be filled to ensure adequate levels of density before backfills are placed in order to ensure proper bond between existing ground and materials to be deposited.
33. Coordinates and schedules compaction tests by consulting with the contractor to schedule visits from geotech and soil experts in order to determine the character and suitability of soil that is to be used.
34. Inspects pile driving operations and records data for the acceptability of pile, bearing value, location, batter and alignment in order to provide foundation support for project structures.
35. Inspects landscaping and irrigation work, irrigation systems by the size, location, preparation, and filling of holes for planting, and the installation and maintenance of erosion control devices in order to ensure the proper materials are used if they are specified in the project plan.

Inspection of Buildings

36. Verifies all building projects by inspecting the construction of the building including tenant improvements, welding, riveting, bolting of steel bridges, public buildings, railings, and miscellaneous steel structures to ensure the proper assembly and installation of metal items, such as hand rails, guard rails, vents, and ducts.

Inspection of Sewage and Treatment Plants

37. Inspects sewer work which includes mechanical applications at sewer treatment plants and air treatment facilities in order to ensure the upgrade and repair of treatment plant equipment.
38. Regulates the number of adjustments that are needed by inspecting underground installations such as storm drains, pipelines, and sewers installed in open trenches, in tunnels or by jacking, in order to ensure the durability of materials for at least 50 years.
39. Ensures protection and support of existing underground installations such as sewers and storm drains by inspecting pipe installations for proper bedding, line, grade, and consolidation of backfill in order to minimize the frequency of emergency repairs.
40. Completes underground installation projects by inspecting the restoration of surface improvements in order to ensure the protection and support of existing underground installations such as sewers, storm drains, and pipelines.

Inspection of Street Lighting and Traffic Signals

41. Assists with the new installations and reconstruction of existing street lighting and traffic signal systems with respect to applicable safety provisions by reviewing the cutting, joining, grounding, and finishing of conduits and the installation of light standards and traffic signal equipment in order to ensure the use of proper equipment and electrical safety requirements.
42. Executes as built drawings for street lighting installations by inspecting the setting of foundation bolts, pouring of concrete, installation of wire and pull boxes, in order to show correct field installation.