

CITY OF REDWOOD CITY SENIOR CONSTRUCTION TECHNICIAN

DEFINITION

To perform advanced technical, paraprofessional office and field construction supervision; serve as a construction inspector for public works construction and improvement projects.

DISTINGUISHING CHARACTERISTICS

This is the advance journey level of the paraprofessional construction inspection series. Duties performed involve the application of precise paraprofessional construction knowledge and techniques. Work is ordinarily performed under the general supervision of a supervisor who makes general assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted work standards.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Public Works Supervisor or other Public Works Services management position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES- Duties may include, but are not limited to, the following:

Construction Inspection

1. Review plans and specifications of assigned project with construction supervisor; attend pre-construction conference.
2. Inspect materials for identification as conforming to specifications.
3. Take sample of materials for examination or analysis by laboratories; perform tests on soils and concrete and monitor cathodic protection systems.
4. Perform routine field test.
5. Observe work during progress and upon completion.
6. Monitor manpower reports and payroll for compliance with State and Federal regulations.
7. Inspect various structures such as utilities, streets, sidewalks, gutters, and other offsite construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

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8. Record amounts of materials used and work performed; prepare necessary reports for progress payments.
9. Indicate location of various appurtenances on plans.
10. Inspect adjacent properties for damage from construction activity.
11. Confer with property owners regarding project schedule, hazards and inconvenience.
12. Coordinate work with other City departments and utilities.
13. Help locate other utility structures ahead of work sites.
14. Schedule service interruptions with least interference and least inconvenience to properties.
15. Prepare daily activity records and reports.
16. Supervise contract construction to City standards and policies.
17. Contact property owners and residents to communicate construction activities.
18. Develop notices to communicate construction activities.

OTHER JOB RELATED DUTIES

Perform related duties as assigned.

Design and Support Services

1. Participate in the preparation, filing, and retrieval of a variety of engineering maps, documents and records.
2. Participate plans and specifications for the construction of routine and minor public works projects and assist in this regard for larger projects; research project design requirements; perform calculations; prepare estimates of time and material costs.
3. Perform title searches, research rights-of-way and easements based on legal descriptions.
4. Attend staff meetings regarding public works and utility matters.

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5. Make field checks of project sites or survey area to verify survey results of features.
6. May perform field inspections and participate in survey work.
7. Assist in the coordination of office and field construction tasks with other City Departments and outside agencies.
8. Prepare a variety of special project-related reports and studies.
9. Prepare and interpret legal descriptions.
10. Respond to routine inquiries from developers, contractors, and the general public regarding City requirements relative to the construction, alteration and maintenance of public works facilities.

OTHER JOB RELATED DUTIES

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, materials, equipment and safety hazards of construction and surveying.

Defects and faults in construction.

Basic mathematics Including algebra, geometry, and trigonometry.

Basic soil mechanics and geology.

Materials sampling, testing, and estimate procedures.

Engineering mechanics of structures.

Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Drafting techniques and surveying practices.

Real property legal descriptions.

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Policies and regulations governing the construction, extension and maintenance of systems and facilities associated with areas of assignment.

Methods and techniques of designs, investigation, drawing, and estimating.

Ability to:

Understand and interpret plans and specifications and prepare accurate project records.

Deal firmly and tactfully with contractors, co-workers, and property owners.

Provide excellent customer service to the public, other agencies, and other City employees.

Communicate clearly and concisely, orally and in writing.

Learn to test soils, concrete, and related material samples.

Perform the entire range of construction inspection activities.

Perform project related calculations with speed and accuracy.

Prepare complete plans and estimates of routine public works projects.

Oversee the work of others.

Use and care for construction and inspection equipment and supplies.

Prepare real property legal descriptions and other project related records.

Assist with the preparation of plans, drawings, specifications, diagrams, and sketches pertaining to public works development and maintenance projects.

Operate surveying equipment.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in one or more construction trades leading to knowledge and skills required of a construction inspector.

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Education:

Equivalent to completion of the twelfth grade supplemented by college level courses in engineering, mathematics, surveying, or related subjects. An Associate of Arts Degree is preferred.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Must be able to work in varying climatic conditions; must be in sufficiently good health to perform job duties, including inspection work.

Effective Date: January 14, 2008

Bargaining Group: Service Employees' International Union – Local 521