

SUMMARY OF DUTIES: A Chief Construction Inspector plans, directs, coordinates, controls and organizes the activities of professional and technical employees engaged in inspecting and supervising the inspection of a wide variety of construction projects. The duties involve managing a comprehensive contract administration program for the construction of public improvements under contract or permit to ensure compliance with applicable plans, specifications, ordinances, Board of Public Works and other City Department policies, State and Federal laws and good construction practice. Additionally, a Chief Construction Inspector applies supervisory principles and techniques in building and maintaining an effective work force, and fulfills affirmative action responsibilities. A Chief Construction Inspector also does related work.

DISTINGUISHING FEATURES: A Chief Construction Inspector is responsible for the management and operation of a contract administration program in a major geographical area of the City, an operating department or in a major special function division of the Bureau of Contract Administration, or in a proprietary department. Under general direction an employee of this class administers quality assurance programs for the expenditure of funds in the construction of public works improvements, such as bridges, airport facilities, water reclamation plants, public buildings, harbor facilities, pumping and sewage treatment and disposal plants and similar types of public facilities. This class is distinguished from Chief Building Inspector in that the latter directs the inspection and code enforcement activities in commercial and industrial building construction and alterations. It is distinguished from Chief Building Mechanical Inspector in that the latter directs the inspection and code enforcement activities as they apply to residences, accessory buildings and swimming pools.

Incumbents in the class of Chief Construction Inspector as bona fide supervisors are responsible for the performance of the full range of supervisory activities including: grievances, evaluation of performance, discipline and approval of time off requests.

EXAMPLES OF DUTIES: A Chief Construction Inspector plans, directs, coordinates and organizes a group of inspectors and supervisors in several districts or in a proprietary department engaged in inspecting and supervising inspection of the construction of a wide variety of public works under contracts awarded and permits issued by authority of the Board of Public Works and Boards of proprietary City Departments. An employee of this class establishes work procedures and performance standards that conform with the policies of the Inspector of Public Works and/or proprietary departments, and assigns contracts and permits for inspection according to the type of job and location. A Chief Construction Inspector consults with supervising inspectors and their subordinates on more technical and complex phases of inspection to provide advice and

instruction. An incumbent in this class contacts engineers, facilities and street maintenance management, construction superintendents, contractors and others regarding all phases of contract or permit work under construction. Provides technical advice about inspection, construction methods and practices necessary to expedite completion of a project according to contract or permit terms and conditions, plans, specifications and City policies. In addition, a Chief Construction Inspector arbitrates differences between the City and individuals affected by the construction of public works and ensures that adequate precautions are taken for the safety of workers and the safety and convenience of the public.

A Chief Construction Inspector supervises the maintenance and preparation of necessary records and reports showing the status of all contract and permit jobs in a particular area. Progress payments of City funds for contract work receive final approval from a Chief Construction Inspector. The duties of this class also include consulting and coordinating with Chambers of Commerce, Property Owners Associations and other groups and individuals interested in or affected by various construction projects. A Chief Construction Inspector maintains liaison with councilmanic field offices and ensures that Council members and their deputies are informed about construction progress, traffic rerouting due to construction and other factors which may affect their constituents. An incumbent in this class advises management of circumstances and conditions which may interfere with effective completion of contract jobs within specified time limits and makes recommendations for alternatives. A Chief Construction Inspector recommends closing streets to expedite contract work and for public safety. The duties also involve evaluating reports on materials testing conducted in connection with contract and permit work subject to inspection, and issuing orders related to the test results. A Chief Construction Inspector oversees the training of inspection personnel. Unusual or controversial problems and complaints are resolved by a Chief Construction Inspector who may also personally make special investigations of contract construction as requested by the Board of Public Works, Boards of proprietary departments or the City Council.

A Chief Construction Inspector assists in developing and establishing contract administration policy. Another duty of this class is meeting with representatives of the construction industry to interpret and explain contract provisions and Department policies. As required, a Chief Construction Inspector prepares and submits the annual budget request for the division and reviews for recommendation a wide variety of administrative matters and policy questions. Additionally, a Chief Construction Inspector collects data for either preparation or changing of specifications. Another duty may include serving on industry

committees responsible for approval and promulgation of standard specifications.

A Chief Construction Inspector communicates equal employment and affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling

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evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program. An incumbent may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

QUALIFICATIONS: A Chief Construction Inspector must possess a good knowledge of:

- the methods, practices, and materials used in constructing public works such as streets, buildings, street lights, docks and wharves, traffic signals, storm drains, bridges, airports and sewers, sewage treatment and water reclamation facilities
- laws, ordinances, standard plans and specifications and administrative regulations governing public works construction for the City of Los Angeles
- the types and uses of construction equipment used in public works construction
- contracting and surveying practices and costs in construction work
- concrete forming, falsework and timbering
- methods of testing construction materials and interpretation of the results
- effective safety principles and practices
- problems and practices of organization, administration, and supervision
- knowledge of the laws and regulations related to equal employment opportunity and affirmative action
- supervisory principles and practices including: planning, delegating and controlling the work of subordinates
- techniques of training, instructing and evaluating subordinate work performance
- counseling, disciplining and motivating subordinate personnel
- procedures for grievance handling
- supervisory responsibility for EEO/AA as set forth in the

City's Affirmative Action program

A Chief Construction Inspector must have a working knowledge of:

- the principles of engineering design and specification writing
- measuring, mixing and placing concrete and bituminous aggregates
- memoranda of understanding as they apply to subordinate personnel

A Chief Construction Inspector must possess a general knowledge of:

- soil mechanics as applied to foundations, embankments, fills, and excavations
- the Los Angeles City Building Code
- City personnel rules, policies and procedures
- the CAL/OSHA Construction Safety Orders and Tunnel Construction Safety Orders of the State of California

A Chief Construction Inspector must possess the ability to:

- read, interpret and explain complex contract documents, plans and specifications
- write clear, concise reports and review records of construction work
- plan and direct a contract administration function through subordinate supervisors
- review the work of a large group of employees engaged in various inspection activities in widely scattered locations
- deal tactfully and effectively with contractors, various governmental agencies, employees, and the public
- administer a comprehensive enforcement program involving the inspection of construction
- evaluate construction scheduling using methods such as network analysis diagrams including the use of PERT, CPM and

cost load scheduling

-represent the City departments before various industry, professional and public groups

-establish and maintain a work environment to enhance both employee morale and productivity

-apply supervisory principles and techniques

-fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program

Two years of full-time paid experience at least at the level of Principal Construction Inspector or supervising and coordinating the field inspection of a variety of major buildings and public works type projects is required.

As provided in Section 109 of the City Charter, appointment to a position in this class is subject to a one year probationary period.

LICENSE: A valid California Driver's license is required.

PHYSICAL REQUIREMENTS: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand and finger dexterity and good eyesight.

Persons with medical limitations may with reasonable accommodations be capable of performing the duties of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.