

SUMMARY OF DUTIES: Plans, organizes and directs the work of inspectors assigned to inspect the construction of a wide variety of public works, utilities, and improvement projects in an assigned district to ensure compliance with plans, specifications, contract provisions, City policies, legal requirements and good construction practices; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

DISTINGUISHING FEATURES: A Principal Construction Inspector coordinates and organizes the work of inspectors engaged in all phases of construction inspection in various locations within an assigned district or other City department. An employee of this class exercises independent judgement recommending modifications in design and specification requirements and the acceptance of completed work. The enforcement of safety rules and the maintenance of good working relationships between contractors, inspectors, other agencies and the public constitute an important part of the work. A Principal Construction Inspector may be given various specialized assignments. Supervision received in this class is of a very general nature and an incumbent in the class is expected to direct inspection activities without detailed review. Incumbents in the class of Principal Construction Inspector are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

EXAMPLES OF DUTIES: Within an assigned district or a proprietary department, a Principal Construction Inspector coordinates and directs the inspection of the construction of public works in the City of Los Angeles such as streets, curbs, sidewalks, sewers, storm drains, street lighting systems, traffic control systems, landscaping, harbor facilities, and airport facilities. The duties of this class may also include supervision and management activities in connection with major construction projects such as relief sewers, tunnels, marine and waterfront construction, buildings and bridges, and assignments in special function areas such as construction materials control, pre-view and final inspection, project administration, training or other related assignments.

A Principal Construction Inspector supervises and trains employees in various phases of construction inspection work and assigns inspectors in the field to verify that work conforms to plans, specifications, contract provisions and good construction practices. Explains and interprets project plans and specifications to inspectors. Discusses and advises inspectors and contractors about City requirements, the organization of work, and

investigates and works to resolve disputes, problems and complaints. A Principal Construction Inspector makes final determinations as to whether or not contractors are taking proper measures in trenches and at other construction sites for the safety of workers and the public in conformity with provisions of State Safety Orders. An employee in this class stops the work if contractors fail to comply with the sections of plans or specifications after due warning. Also a Principal Construction Inspector review inspectors' records and reports, approves progress and recapitulations of contract time based on inspection records. The work also includes collection of data and preparation of written material for reports, specifications and changes in specifications. An incumbent in this class communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates as well as assisting employees in preparing for promotion as described in the City's Affirmative Action Program.

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

- methods, practices and materials used in constructing public works such as streets, storm drains, and sewers
- proportioning, mixing and placing concrete and bituminous mixes
- laws, ordinances, standard plans and specifications, and administrative regulations governing public works construction in the City of Los Angeles
- Construction Safety Orders of the California Division of Industrial Safety (Cal/OSHA)
- survey practices in construction work including the use of line and grade stakes
- methods of testing construction materials and interpreting the test results
- types and uses of construction equipment used in public works construction
- marine and waterfront construction
- contracting practices and costs in construction work
- safety principles and practices
- sound supervisory principles and practices including: planning, delegating and controlling the work of subordinates

- techniques of training, instructing and evaluating subordinate work performance
- techniques for counseling, disciplining and motivating subordinate personnel
- procedures of grievance handling
- supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program
- MBE/WBE/DBE programs and goals

In addition a Principal Construction Inspector must have a working knowledge of:

- memoranda of understanding as they apply to subordinate personnel
- the principles of engineering design and specification writing
- principles of Construction Management

A Principal Construction Inspector must have a general knowledge of:

- construction planning and scheduling
- soil mechanics as applied to foundations, embankments, fills and excavations
- City personnel rules, policies and procedures

A Principal Construction Inspector must have the ability to:

- read, interpret and explain complex plans and specifications relate lines and grades indicated by survey stakes to the work being done
- write clear, concise reports and review records of construction work
- plan, direct and review the work of a group of employees engaged in various contract and permit administration activities in widely scattered locations
- deal tactfully and effectively with contractors, various governmental agencies, employees and the public
- establish and maintain a work environment to enhance both employee morale and productivity

- apply sound supervisory principles and techniques
- fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program
- respond in a timely way to management's request for data and analysis
- prepare formal written communication and analysis

Two Years of experience at the level of Senior Construction Inspector in either building or construction inspection or in the line supervision of field inspection of a variety of major buildings and public works type projects is required.

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; good speaking and hearing ability 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.