

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 3  
**Fiscal Year:** 2013/2014  
**Posted Date:** 8/9/13  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached.)**

Item #	Job Code	Title
1	6319	Senior Construction Inspector

**For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Support Services  
Micki Callahan, DHR  
Jennifer Johnston, CSC  
Sandra Eng, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Chris Trenchel, Controller/ Budget Division  
E-File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Construction Inspector  
Job Code: 6319**

**INTRODUCTION**

Under general direction, oversees construction inspection work performed in conjunction with public works construction projects and assigns and supervises the work of construction inspectors in the inspection of construction projects to ensure compliance with contract plans, specifications, applicable codes and safety regulations. Engineering construction inspection includes but is not limited to the following activities: earthwork and paving, roadway renovation and improvement, water supply and sewer collection pipeline, portland cement concrete, protective coating, pile driving, drilled piers, tunneling/jacking, trackwork, track improvements, power distribution and transmission systems, electrical overhead contact systems, signal, control and data acquisition systems, radio and telecommunications systems, including fiber optic networks, power substations, vehicle modifications and retrofits, bridges, ADA retrofits and facilities, building renovation and improvements, operating equipment, heating, ventilation and air conditioning systems, electrical and mechanical work, and landscaping and irrigation work.

**DISTINGUISHING FEATURES**

This is the senior level position in the Construction Inspector series. The Senior Construction Inspector is distinguished from the Construction Inspector by its responsibility for more complex and difficult construction projects and the supervision of staff.

**SUPERVISION EXERCISED**

Depending on the assignment, supervises Construction Inspectors and/or assigned professional, technical and clerical staff.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Assigns and supervises the work of construction inspectors in the inspection of construction projects to ensure compliance with contract plans and specifications, applicable codes, and safety regulations.
2. Anticipates workloads and develops staffing plans; trains and evaluates performance of staff.
3. Prepares and maintains project documentation and controls including daily reports, force accounts, materials testing, and other construction records for complex and difficult construction projects.
4. Participates in and/or conducts planning, preconstruction, coordination, progress, scheduling and field staff meetings.
5. Reviews plans, specifications, submittals, shop drawings, change orders, constructability reviews and contract closeout records.

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6. Resolves disputes and difficult problems, and responds to complaints from the public that require resolution at the senior level.
7. Ensures that a quality assurance/ quality control program for each project is developed and enforced.
8. Supervises construction inspectors in the verification and preparation of quantity and progress estimates for progress payments and change order work.
9. Reports safety and traffic hazards, defective work and debris to the contractor for correction and ensures that the contractor corrects deficiencies.
10. Initiates, prepares, estimates, reviews and negotiates change orders.
11. Drives a vehicle to inspection sites.
12. Performs other related duties and responsibilities as assigned

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: Construction inspection methods and current construction practices; construction materials necessary to determine the quality and correct use in projects; and safe working habits and regulations in relation to different phases of construction.

Ability to: Understand and interpret contract plans and specifications to administer the contract; perform difficult mathematical computations and apply results to inspection work; prepare various types of reports and other written communications necessary for record keeping and letters to contractors; communicate and work effectively and harmoniously with superiors, coworkers, engineers, contractors, and the public; direct, monitor and evaluate the work of subordinates; ensure adherence to established policies and procedures; train and develop subordinates in professional and technical areas and procedural changes as necessary; encourage and foster team building; resolve problems and conflicts; and expedite project goals.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

1. Two (2) years of verifiable full-time experience equivalent to the level of ~~in~~ City and County of San Francisco class 6318 Construction Inspector; OR
2. Six (6) years of verifiable full-time experience in construction inspection work insuring that plans and specifications are complied with, and the workmanship and material used meet specifications.

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Notes:

1. Most positions require a valid California driver's license.
2. May be required to work under extreme weather conditions such as heat or cold, climb ladders, walk on uneven surfaces and/or stand for a long duration

**LICENSE AND CERTIFICATION**

**PROMOTIVE LINES**

From: 6317 Assistant Construction Inspector and 6318 Senior Construction Inspector

**ORIGINATION DATE:** 11/30/05

**AMENDED DATE:**

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN