

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 22, 2013

Re: **Notice of Proposed Classification Actions –Final Notice No. 3 FY 13/14 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 22, 2013.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

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 – Client Services Operations Unit
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 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: 8/22/13

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