



**DUBLIN**  
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

## **SENIOR PUBLIC WORKS INSPECTOR**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **SALARY**

\$45.6501 - \$57.0575 per hour

### **JOB TYPE**

Permanent, Full-Time

### **FILING DEADLINE**

Monday, February 12, 2018 at 5:00 PM

### **THE POSITION**

The City of Dublin is seeking a Senior Public Works Inspector to lead a team providing field inspections of public and private construction projects (excluding building inspection) in the Public Works Department.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Directs the work of Public Works Inspectors and/or construction/inspections team in the field to include assigning tasks, providing advice and assistance as appropriate.
- Reviews improvement and development plans for conformance with City standards and compatibility with public works specifications.
- Reviews capital improvement project plans for conformance with City standards and compatibility with public works specifications.
- Performs field inspections on projects of a more complex nature.
- Review, during design, and interpret plans and specifications on construction plans awarded to contractors.
- Confer with contractors regarding conformance to standards, plans, specifications and codes.
- Respond to inquiries and complaints from contractors, engineers and other City staff and the public regarding inspection functions and construction activities.
- Inspects both public and private improvement projects for conformance with construction plans, specifications and good construction practices; enforces applicable construction safety practices.
- As required, perform limited field surveys, job layouts, and construction staking.
- Performs a variety of administrative tasks, including preparation of staff reports in support of the Department.
- Reviews and determines need for, and as appropriate, prepares change orders.
- As appropriate, issues stop work orders.
- Prepares list of project deficiencies, ensures same are corrected; certifies project as complete; recommends release of performance, payment, and/or maintenance bonds.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

## CANDIDATE QUALIFICATIONS

1. Education: Completion of High School or equivalent as necessary to provide the required reading, writing, and mathematical skills.
2. Experience: Four years' experience in general construction work plus a minimum of three years' experience in public works inspection for a municipal or county jurisdiction. Lead Supervisory experience is highly desirable.
3. Training: Any recent training such as, academic courses and certification programs, which are relevant to this job classification.
4. Licenses; Certificates; Special Requirements: Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability. Possession of California State Contractors license, Public Infrastructure Inspector certification and/or Construction General Permit Qualified SWPPP (Storm Water Pollution Prevention Plan) Practitioner & Developer (QSP/D) are desirable, but not required.

### Knowledge of:

- Modern supervisory principles and practices and the ability to apply them, including Federal, State, County and City laws and ordinances regulating construction.
- Proper construction practices and trends associated with public works improvements.
- Principles, methods, public works and building construction materials and equipment specifically, roadway, storm drainage system, parks and facilities construction materials including associated terminology used on public works projects.
- Principles and practices of accepted construction safety standards and regulations.
- Basic survey practices.
- Materials, methods, and equipment used in the testing of construction materials.
- Modern office practices, procedures, methods and equipment.
- Customer service skills.

### Ability To:

- Analyze construction methods to determine conformance with accepted standards and enforce corrective actions when necessary.
- Read, evaluate and interpret, and explain complex construction drawings, specifications, change orders, survey data and technical reports.
- Prepare and maintain accurate inspection records and correspondence.
- Interpret appropriate rules, regulations, contracts, laws and ordinances.
- Provide advice and assistance on construction inspection matters.
- Perform minor drafting work.
- Accurately use measuring and survey tools and equipment as required for making inspections and collecting data for reports and records.
- Make accurate mathematical calculations.
- Inspection of public works projects for compliance with standards and specifications.
- Conduct field inspection during inclement weather.
- Direct, organize, prioritize and provide lead supervision over the work of PW Inspectors and/or construction/inspections team.
- Work independently.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in writing.
- Prepare clear and concise reports.

## SALARY/BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **SENIOR PUBLIC WORKS INSPECTOR** position is **\$45.6501 - \$57.0575** per hour. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees’ Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 19 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin’s strategic “crossroad” location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City’s customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a “can do” attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview/oral board. In addition, the selection process may consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies**,” “**City of Dublin**,” then on “**Senior Public Works Inspector**,” and “**Apply Now**.” Applications must be received by 5:00 p.m. on Monday, February 12, 2018. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## **SUPPLEMENTAL QUESTIONS**

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The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Senior Public Works Inspector position. In order to continue in the City's recruitment process, you are required to complete this supplemental questionnaire along with your online application in [www.CalOpps.org](http://www.CalOpps.org)

If you have additional questions regarding the recruitment please contact Human Resources at (925) 833-6605.

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1. Describe your experience with Grading Permits, Encroachment Permits, including utility encroachment permits, Capital Improvement Projects, and materials sampling and testing.
2. Describe your experience with the Municipal Regional Permit (MRP), specifically C.3, C.6, and C.10.