
Attachment 30

Senior Public Works Inspector 06242026



JUNE 2026
FLSA: NON-EXEMPT

CITY OF WESTMINSTER

SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

Under general supervision, inspects workmanship and materials used in a variety of public works projects to ensure conformance with plans, specifications and departmental regulations; directs and guides contractors regarding city standards and contract specifications to achieve quality control and proper use of materials; and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director. Exercises no direct supervision over staff. May exercise technical and functional direction over contractors.

CLASS CHARACTERISTICS

The Senior Public Works Inspector is distinguished from the Public Works Inspector in that it performs a greater range of specialized inspections, including larger scale development projects and more specialized grading inspections.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

When performing the Building Inspection assignment:

- Inspects various structures and construction projects for conformance with plans, specifications, and regulations; checks line, grade, size, elevation and location of structures for public and private projects.
- Monitors traffic control problems at construction site; coordinates corrections to improve traffic flow and safety, as necessary.
- Records number of materials used and work performed; prepares necessary reports for progress payments.
- Reviews plans and specifications of assigned projects; attends pre-construction conferences as necessary.
- Inspects and appraises or rejects installation of all underground utilities and above ground improvements; ensures that specified materials are used in fabrication and/or construction; ensures contracts maintain a safe working environment and takes proper steps to control traffic for public safety.
- Answers complaints or gives information by telephone, written correspondence or by personal contact with concerned citizens; enforces health and safety municipal codes and county regulations.
- Reviews of all required certifications, engineering and soils reports prior to final release of bonds or occupancy on private grading projects.
- Provides training and assistance to inspectors and trainees; assigns projects to Public Works Inspector by providing plans, data and tools necessary to inspect project; reviews and verifies Public Works Inspector time sheets for accuracy.

- Performs inspections to verify quantities for payment on various Public Works Projects; reviews test reports of material testing to ensure compliance with specifications.
- Inspects contracted construction projects; ensures that specified materials and bedding around the pipe zone and compaction techniques are used; ensures that pipeline is on line and at proper grade, pipeline contractor maintains a safe working environment and takes proper steps to control traffic for public safety; observes work during progress and upon completion; monitors contractor workforce for adequate staffing levels.
- Inspects adjacent properties for potential damage from construction activity; confers with property owners regarding project schedule, hazards and inconvenience.
- Represents city in cooperative projects with other agencies; coordinates work with other city departments and utilities.
- Prepares a variety of activity records and status reports; maintains as-built notes for each set of plans.
- Inspects materials for identification as conforming to specifications; performs a variety of field tests to ensure conformance and quality.
- Reviews permit applications and plans; establishes permit inspection fees and associated costs..

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes, with an emphasis on one of the building trades, depending on assignment.
- Concepts and practices of non-structural plan review.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the construction of assigned projects.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Safety equipment and practices related to the work, including safe driving rules and practices.
- Mathematical principles including algebra, geometry, and trigonometry.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Understand and interpret complex engineering plans and specifications and prepare accurate engineering records; detect and locate faulty materials and workmanship and determine the stage of construction during which defects are readily remedied; communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers, management, consultants, contractors, general public, and others in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade supplemented with college coursework in construction technology, building inspection, or a related field, and three (3) years of responsible experience in construction inspection.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Depending on assignment, additional specialty certifications may be required in the inspection of specific building trades factors.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.