

## CITY OF SANTA BARBARA EMPLOYMENT OPPORTUNITY

**Public Works Inspector I / II**

**\$35.39 - \$43.02 Hourly**  
**\$73,608.60 - \$89,471.72 Annually**

**DESCRIPTION****PUBLIC WORKS INSPECTOR I/II**

**I - \$64,979 - \$78,983**

**II - \$73,608 - \$89,471**

**The City**

At the City of Santa Barbara, the best part of our organization is our people. As a City of Santa Barbara employee, you will work in an environment with other motivated individuals who are passionate about their work. We strive to provide employees with the support they need to thrive.

The mission of the Public Works Department is to provide the community with the sustainable foundation to thrive by delivering quality services and public infrastructure through efficient and fiscally responsible practices. Provide for the public's needs relative to transportation, water, wastewater, and City owned buildings.

**The Position**

The City of Santa Barbara Public Works Department is seeking a dynamic and knowledgeable Public Works Inspector I/II. This position is responsible for performing technical construction inspection work and ensuring compliance with construction codes, regulations and ordinances. Incumbents will work with developers, superintendents, and contractors to maintain construction requirements and resolve problems relating to the construction of the work. The successful candidate will be assigned projects within the Public Works Department Capital Improvement Program and some permit based activity.

**Distinguishing Characteristics**

**Public Works Inspector I** - This is the entry-level class in the Public Works Inspector series. This class is distinguished from the Public Works Inspector II by the performance of more routine tasks and duties assigned to positions within the series including performing less complex inspection activities. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Public Works Inspector II** - this is the full journey-level class within the Public Works Inspector series. Employees within this class are distinguished from the Public Works Inspector I by the performance of the full range of duties as assigned including more complex inspections and reporting activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or when filled from the outside, have prior experience.

A sample of the duties performed by this position:

- Inspect public improvement construction projects including streets,

- sidewalks, driveways, curbs, gutters, sewers, storm drains and related projects; inspect various stages of construction to ensure compliance with applicable codes, ordinances and regulations.
- Conduct examination of plans and specifications of public improvement projects to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
  - Maintain records of inspection activities; input and retrieve inspection data utilizing a computer.
  - Participate in resolving inspection issues and concerns raised between outside parties and inspection staff; review and confirm issues; make recommendations to resolve concerns.
  - Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions.
  - Prepare reports on operations and activities; prepare lists detailing deficiencies to be corrected in the construction project; prepare a variety of correspondence on operations and activities.
  - Perform quantity measurements of work performed by outside contractors to approve progress payments and verify quantities.
  - Participate in the investigation of claims for risk management; research claims, files and construction projects; prepare reports; take photographs as necessary.
  - Coordinate lab tests of construction projects including soil compaction, and concrete pours and cylinders.
  - Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; and,
  - Perform related duties and responsibilities as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Basic principles and practices of construction.

Basic principles of civil engineering/construction mathematics.

Methods and techniques of construction inspection.

Codes, standards and ordinances enforced by the City related to public works construction.

Principles and techniques of construction inspection and plans examining work.

### **Ability to:**

Learn the codes and ordinances enforced by the City related to public works construction.

Learn the principles and techniques of construction inspection and plans examining work.

Learn to interpret and apply pertinent Federal, State and local laws, codes and regulations.

Read and interpret construction plans, specifications and codes.

Determine if construction systems conform to City code requirements

Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations.

Make mathematical computations rapidly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in

the course of work.

Independently perform journey-level construction inspection activities.

Interpret, explain and enforce Department policies and procedures.

Interpret and apply pertinent Federal, State and local laws, codes and regulations.

Enforce necessary regulations with firmness and tact.

Work independently in the absence of supervision.

**Experience:** Level I - Some construction inspection and plans examining experience is desired including proficiency in one or more construction trades. Level II - Two years of responsible construction inspection and plans examining experience. Equivalent to the completion of the twelfth grade supplemented by advanced, specialized training in the building and construction trades.

**License Requirements:** Possession of a valid California driver's license at the time of appointment.

**SELECTION PROCESS**

It is important that your application and supplemental questionnaire show all the relevant education, training, and experience you possess which qualifies you for this position. All applications and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to continue in the selection process. Be sure to be thorough in your responses. Statements such as "See application", "Extensive experience", or "See Resume" are not acceptable substitute for a completed application and supplemental questionnaire.

The selection process may consist of an application screening, written exam, computer skills exam and/or an oral interview. The successful candidate's employment history will be thoroughly evaluated prior to appointment, and a thorough background check will be conducted.

**ADDITIONAL INFORMATION**

**CITY APPLICATION AND RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE MUST BE RECEIVED BY 5:30 P.M. ON THURSDAY, FEBRUARY 24, 2022.**

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**Public Works Inspector I / II Supplemental Questionnaire**

\* 1. Describe your training and experience in conducting inspections of public improvement construction work, such as streets, sidewalks, driveways, curbs, gutters, sewers, storm drains and water mains including knowledge of standard specifications and plan reading experience.

\* 2. Describe your experience and training in the building and construction trades. Include where

and when you gain the training and experience.

- \* 3. Describe your experience in using your judgment and knowledge to solve construction problems. Give specific examples and include where and when you gained this experience.
- \* 4. Describe your experience in preparing and maintaining construction records. Describe your experience in using computers and handheld devices, including software you have used and the purpose for which you used it.

\* Required Question

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## EMPLOYMENT INFORMATION

**APPLICATIONS** must be filled out completely and show clearly that the employment standards listed on the front of this bulletin are satisfied. Information provided is subject to verification.

**EQUAL OPPORTUNITY** is an established City policy, encouraging applications from all qualified candidates without regard to race, creed, color, sex, age, national origin, political or religious affiliations, sexual orientation, marital status, disability, or pregnancy.

**AMERICANS WITH DISABILITIES ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT & HOUSING ACT (FEHA).** Applicants with a disability who require special testing arrangements should contact Human Resources.

**EMPLOYMENT REQUIREMENTS** include satisfactory completion of reference checks, fingerprinting, and a police record check. Designated positions may require a City-paid medical exam by a City-designated physician based upon job-related physical standards, a psychological evaluation, polygraph test, background investigation and drug screening.

**A PROBATIONARY PERIOD** of one year must be satisfactorily completed for all Classified positions. The probationary period is regarded as a continuation of the testing process, during which time an employee may be rejected at any time without cause and without the right of appeal to the Civil Service Commission. An employee who changes from full-time status to part-time becomes an Unclassified / At-Will employee.

## SALARY AND BENEFIT INFORMATION

Note: Salary and benefits are subject to change

**THE SALARY RANGE** consists of five steps, each representing an increase of approximately five percent. **STEP INCREASES**, through the top salary step, are tied to job performance with annual performance reviews. Employees receive annual performance reviews.

**THE FOLLOWING BENEFITS** may vary and are subject to collective bargaining:

*Note: Part-time employees receive pro-rated benefits, e.g., 50%, 60%, etc.*

- The City is a member of the **Coastal Housing Partnership**, which offers home loan assistance and rental reductions.
- **9/80**-Standard Citywide 9/80 work schedule with closures on alternate Fridays.
- **Flexwork/Telecommuting** is available.

- **Bilingual pay** may be available at a rate of \$64 / pay period.
- **Vacation** is accrued at 80 hours / year, increasing with City service.
- **Personal leave** (32 hours) is provided each July 1st at the start of the fiscal year (pro-rated the first year).
- **Sick leave** is accrued at the rate of 96 hours / year.
- **Holidays:** 10 holidays (80 hours) are observed / year.
- **Retirement:** PERS Miscellaneous formula: "Classic" members: 2.7% @ 55; employee contributes 8% of salary. "New" members: 2% @ 62; employee contributes 6.75% of salary. The City does not participate in Social Security.
- **Insurance** including medical, dental and vision benefits are available under a group plan. The City pays a monthly maximum of \$1020.01 (employee only coverage) or \$1110.01 (employee + 1 or family coverage), towards medical, \$82.66 towards dental, and \$10.21 towards vision. The City also makes contributions into the Health Savings Account (HSA) for those employees enrolled in the applicable HSA-compatible Medical PPO Plan.
- Employees who opt-out of the group insurance coverage may be eligible for a **cash pay-out** of up to \$362.38 / month.
- **Life Insurance:** City-paid term life insurance (\$50,000) is provided.
- **Employee Assistance Program:** A City-paid EAP is available for employees and members of their household.
- **Long-term Disability Insurance** is provided.
- **State Disability Insurance (SDI)** and **Paid Family Leave (PFL)** is provided. Employee pays 1% of salary (pre-tax).
- **Deferred Compensation Savings Plans** (457) are available to employees through a deferred compensation program.
- **Uniforms** will be provided by the City to those employees required to wear a uniform.
- Employee must pay an amount equal to 1.45% of salary toward **Medicare**. An equal amount is paid by the City.

**CITY OF SANTA BARBARA  
HUMAN RESOURCES  
P.O. BOX 1990  
SANTA BARBARA, CA 93102**

01/18/2022  
AN EQUAL OPPORTUNITY EMPLOYER

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