



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: PRINCIPAL CONSTRUCTION INSPECTOR

DEFINITION: Under direction, assists a Chief Construction Inspector in the performance of his/her duties and is a first-line supervisor of engineering construction activities in the City's public works programs.

EXAMPLES OF DUTIES:

- Assigns, trains, supervises, and evaluates subordinate personnel;
- Assists with contract administration and compliance;
- Personally inspects major or complex projects while in progress and upon completion;
- Approves final inspections and recommends acceptance of completed projects as having been constructed in accordance with plans, specifications and contracts;
- Assists in the formulation of change orders;
- Recommends that progress and final payments be made to contractors;
- Assists in drafting specifications and expediting construction work;
- Acts as liaison between field Construction Inspectors, Contractors and the Chief Construction Inspector;
- Assists with preparation of the budget;
- Ensures proper maintenance of records;
- Acts on behalf of the Chief Construction Inspector during his/her absence;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Promotional. Open to present City employees with four years of experience as a Construction Inspector and who possess a good knowledge of contract administration and compliance.

Skills necessary to monitor and supervise the work of Construction Inspectors and contractors and to communicate effectively both orally and in writing.

A valid California vehicle operator license.

HISTORY:

Title change and revision of Classification Specification for Assistant Chief Construction Inspector dated 07/01/75.

Approval/Adoption Dates: 05/06/82 - Human Resources Department