



Date: December 16, 2020
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst
Subject: REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION -CHIEF CONSTRUCTION INSPECTOR

On December 10, 2020, correspondence was received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for **Chief Construction Inspector**. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

Facts for Consideration:

- The classification of Chief Construction Inspector is utilized by various City Departments specifically: Water, Harbor, Public Works Department, and Energy Resources. This classification has not had a revision since its adoption/establishment on September 8, 1965.
- The proposed changes to the Chief Construction Inspector classification specification are as follows:
 - **Definition Section:** Updated the definition to include all current departments and its required responsibilities of the classification.
 - **Example of Duties Section:** Updated to include current range of duties and responsibilities in conjunction with industry standards; aligned duties in connection with knowledge, skills and abilities in performing duties; removed outdated language; added and illustrated the actual work performed by the classification. The revisions to duty statements demonstrate the responsibility in carrying out the tasks.
 - **Minimum Qualifications (Requirements to file) Section:** Updated requirements to file in conjunction with past recruitments; established minimum qualifications and current incumbent knowledge, skills and abilities. Current class specification requires education and experience equivalent to college graduation in civil engineering and five years high level experience in the inspecting of major public works projects including one year of high level supervisory experience; additional

experience of this type may be substituted for college education on a year-to-year basis. Updated experience is as follows:

- Five years of paid, full-time equivalent experience supervising the construction and/or performing the inspection of major public works, harbor, gas distribution, and/or water/wastewater projects. Experience must include one or more years in a position that requires supervision of others in the construction and/or inspection of public works, harbor, gas distribution, and/or water/wastewater projects of a complex nature;
 - Bachelor's degree from an accredited four-year college or university with a major in Construction Management, Civil or Mechanical Engineering, or a closely related field, may be substituted for the required experience up to four (4) years; and added statement "additional experience may be substituted for the required college degree on a year-for year basis to the extent that the experience has prepared the individual to perform the duties of the classification.
 - Updated the statement on requirement of license from "valid driver's license or temporary permit" to "valid motor vehicle operator's license.
- **Knowledge, Skills, Abilities Section (KSAs):** Added section to outline KSAs needed to perform the essential duties of the position. These statements will assist the Civil Service team and hiring manager to effectively and equitably evaluate candidates selected for the classification. The "desirables" section was removed from the class specification.
- Civil Service staff collaborated with the following departments to make the classification revisions: Energy Resources, Harbor, Public Works, Water and Human Resources.
- Civil Service staff completed the meet and confer obligation regarding the proposed classification changes via email on November 11, 2020 with the represented bargaining unit; Long Beach Association of Engineering Employees (LBAEE).
- The Energy Resources, Harbor, Public Works, Water, and Human Resources Departments and including the Long Beach Association of Engineering Employees (LBAEE) have been informed that this request is on the Civil Service Commission Agenda this week. Representatives from

Energy Resources, Harbor, Public Works and Human Resources will be present to respond to any questions from the Civil Service Commission.

Date: December 10, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – CHIEF CONSTRUCTION SPECIALIST**

Attached for your consideration is an update to the Chief Construction Inspector Classification Specification. The respective departments identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language. The Example of Duties were revised to reflect the current duties of the classification and the Minimum Qualifications were made more specific with a detailed clarification of the requirements. Additionally, Knowledge, Skills and Abilities were updated to reflect current codes and regulations.

Human Resources staff worked with Civil Service and corresponding departments to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Chief Construction Inspector classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV:KC:VK

Attachments

Chief Construction Inspector Classification Specification.

cc: Dana Anderson, Acting Deputy Human Resources Director
Khristina Coston, Human Resources Officer

TITLE: CHIEF CONSTRUCTION INSPECTOR

DEFINITION: Under direction, supervises the engineering construction inspection of the City public works, harbor, gas distribution, and/or water/wastewater programs.

EXAMPLES OF DUTIES:

- Plans, supervises, organizes and assigns the work of Principal Construction Inspectors and Construction Inspectors assist with problems arising during construction;
- Inspects and approves, according to plans, specifications and contracts, all materials and construction work of the City's public works projects, harbor, gas distribution, and/or water/wastewater programs;
- Notifies the Project Engineer of any deviation in materials or construction from the plans, specifications or contracts as awarded;
- Assists in drafting specifications for public works, harbor, gas distribution, and/or water/wastewater projects and performs constructability reviews;
- Assists in settling disputes arising between contractors and the City during performance of the contracts and handles public complaints;
- Assists with the preparation of project budgets;
- Ensures proper documentation and maintenance of records as may be required by City policy and funding agencies;
- May act on behalf of the Division Manager during his/her absence;
- Formulates change orders;
- Expedites construction work by means consistent with the contract and with sound construction practices;
- Provides information to contractors, the general public, and coordinates work with other City departments;
- Prepares written administrative reports and oral reports for presentation to department, management, the City Manager, City Commissions, the City Council and other public agencies;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited four-year college or university with a major in Construction Management, Civil or Mechanical Engineering, or a closely related field;
AND

- Five (5) years of paid, full-time equivalent experience supervising the construction and/or performing the inspection of major public works, harbor, gas distribution, and/or water/wastewater projects. Experience must include one or more years in a position that requires supervision of others in the construction and/or inspection of public works, harbor, gas distribution, and/or water/wastewater projects of a complex nature.
- Additional experience may be substituted for the required college degree on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.
- Valid motor vehicle operator's license;
- Willingness to work evenings, weekends, irregular hours, and holidays as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction best practices, methods, procedures and materials;
- Ability to read and interpret engineering construction drawings and specifications;
- Knowledge of State Construction Safety Orders and Trench Construction Safety Orders;
- Knowledge of personal computer operations including spreadsheets, word processing, construction management, and scheduling and project management software;
- Ability to record and report data accurately;
- Ability to exercise supervisory responsibility;
- Ability to deal effectively and tactfully with others;
- Ability to communicate effectively both orally and in writing.

HISTORY:

Established: 09/08/1965

Approval/Adoption Date: 09/08/1965

Revisions: 12/16/2020

Civil Service Commission Approval: 12/16/2020