



**Date:** March 31, 2021  
**To:** Civil Service Commission  
**From:** Shellie I. Goings, Personnel Analyst  
**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – CONSTRUCTION INSPECTOR I-II**

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On March 1, 2021, the Civil Service Department received correspondence from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for Construction Inspector I-II. 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 Construction Inspector I-II is utilized by various City Departments specifically: Water, Harbor, Energy Resources and Public Works. The classification specification revision was last approved on November 18, 1998.

The proposed changes to the Construction Inspector classification specification are as follows:

**Definition:** Updated the definition language to match the most recent changes to the bulletin.

Current	Proposed
Inspects construction projects in the public right-of-way and insures that they are in compliance with the project plans and specifications including all applicable laws and regulations.	Under general supervision, ensures that all work performed, materials provided by contractors and subcontractors, and building construction projects for the City, are in compliance with plans and specifications.

**Example of Duties Section:** Updated current range of duties and responsibilities as stated on past job bulletins and in conjunction with industry standards. Removed outdated language that no longer reflects the duties of the classification.

Current	Proposed
<ul style="list-style-type: none"><li>Inspects driveways, curbs, gutters, catch basins, man-holes, comfort stations, alleys, streets, storm drains, sewers, irrigation systems, landscaping, underground</li></ul>	<ul style="list-style-type: none"><li>Drafts utility procedures;</li><li>Completes a variety of accounting and progress reports relating to contractor progress payments from the City;</li></ul>

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Current	Proposed
<p>pipelines and utilities (e.g., oil, gas, water, and sewer pipe, electrical conduit and cable, telephone cable, etc), marine construction projects (e.g., wharfs, port facilities, docks, seawalls, pile driving, foundations, structural steel erections, etc.) and the construction, refurbishment, expansion and demolition of public buildings or other construction projects in the public right-of-way</p> <ul style="list-style-type: none"> <li>• Insures that construction projects, including materials and workmanship, conforms to project plans and specifications;</li> <li>• Measures for payment all work under each bid item and reviews, processes, and recommends payments for work in place;</li> <li>• Interprets contract documents and resolves disputes or uncertainties with the contractor;</li> <li>• Negotiates with the contractor the nature and cost of change orders and time extensions;</li> <li>• Coordinates with project engineer project progress and change orders;</li> <li>• Maintains complete project files and records including the preparation of daily progress reports;</li> <li>• Insures that contract work is progressing in accordance with the agreed upon construction schedule;</li> <li>• Insures that the contractors operations do not endanger public safety on and off site during construction;</li> <li>• Deals with affected citizens to disseminate information, coordinate access to property, and resolve complaints or disputes with the contractor;</li> <li>• Coordinates all survey activity and arranges for materials laboratory testing which may be required on assigned projects;</li> <li>• May perform physical testing of construction materials (e.g., asphalt, concrete, aggregate, soil, plastic, plaster, etc.) to ensure compliance with specific standards;</li> <li>• May provide oversight of contractor's forces on time and material at extra work change orders, estimate quantities for extra work and verify lump sum price quotations for fairness and accuracy;</li> <li>• May insure compliance with applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Converses with the contractor at job site concerning discrepancies, for clarification and to communicate necessary information;</li> <li>• Coordinates project progress and change orders with construction/project engineer;</li> <li>• Provides information and assistance regarding entitlement and cost change orders;</li> <li>• Deals with affected tenants and/or property owners regarding concerns and inquiries;</li> <li>• Inspects asphalt, concrete, subgrade, and other materials;</li> <li>• Inspects steel reinforcing and concrete forms and authorizes concrete placement;</li> <li>• Inspects the laying, welding and fusing of underground oil, gas, water and sewer pipe, electrical conduit and telephone cable;</li> <li>• inspects driveways, curbs, gutters, catch basins, man-holes, comfort stations, alleys, streets, storm drains, and sewers;</li> <li>• Inspects waterfront construction, including pile driving, dredging, foundation, structural steel erections and wharf construction;</li> <li>• Inspects railroad installations;</li> <li>• Ensures gas pipeline projects are completed in accordance with Department of Transportation regulations;</li> <li>• Inspects building renovations to public facilities including ADA, electrical, plumbing, mechanical, and heating ventilation and air conditioning (HVAC);</li> <li>• Interacts with customers, private contractors, and other City departments regarding meter set locations and gas service locations;</li> <li>• Designs and initiates customer billing for services provided by the Energy Resources Department;</li> <li>• Performs other related duties as assigned.</li> </ul>

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Current	Proposed
<p>labor regulations, minority business and equal employment requirements, and grant funding programs such as FAU, FAA AND CDBG;</p> <ul style="list-style-type: none"> <li>• May act in a lead capacity over other Construction Inspectors on major projects;</li> <li>• Performs other related duties as required.</li> </ul>	

**Minimum Qualifications Section:** Updated requirements to file in conjunction with past recruitments; established minimum qualifications and other requirements to match the current bulletin.

- The requirements were broken out to reflect either four (4) years of supervisory or journey level experience or four (4) years of general construction and/or maintenance experience.
- Previous bulletins or recruitments did not differentiate the experience level between supervision or general experience.

**Knowledge, Skills and Abilities Section:** Added this section to the classification specification and added KSAs needed in order to perform the essential duties of the position. This was added after the Minimum Qualifications Section to reflect knowledge, skills and abilities of the classification.

Staff worked with the Human Resources Department on the proposed changes to the Construction Inspector specification.

On February 24, 2021, the Long Beach Association of Engineering Employees (LBAEE) sent correspondence, stating that they have no concerns regarding the revisions to the Construction Inspector classification specification and they did not wish to meet and confer regarding the proposed changes.

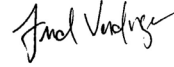
The departments of Water, Harbor, Energy Resources, Public Works, Human Resources and the Long Beach Association of Engineering Employees (LBAEE) representatives, have been informed that this request is on the Civil Service Commission Agenda this week.

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

Date: March 01, 2021

To: Civil Service Commission

From: Fred Verdugo, Interim Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – CONSTRUCTION INSPECTOR I-II**

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Attached for your consideration is an update to the Construction Inspector Classification Specification. The Public Works department 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, Minimum Qualifications and KSAs were revised to reflect the current duties and provide a detailed clarification of the requirements.

Human Resources staff worked with Civil Service and the Public Works department 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 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

Construction Inspector Classification Specification.

#### CC:

Dana Anderson, Interim Deputy Human Resources Director  
Khristina Coston, Human Resources Officer

**TITLE:**                    **CONSTRUCTION INSPECTOR I-II**

**DEFINITION:**        Under general supervision, ensures that all work performed, materials provided by contractors and subcontractors, and building construction projects for the City, are in compliance with plans and specifications.

**DISTINGUISHING CHARACTERISTICS:**

- Grade Level I   -   Journey-level; performs inspections on less complex projects the majority of the time.
- Grade Level II   -   Regularly and routinely performs inspections on complex projects the majority of the time and may be assigned lead responsibility over Construction Inspector I's.

**EXAMPLES OF DUTIES:**

The duties may include, but are not limited to, the duties listed below.

- Drafts utility procedures;
- Completes a variety of accounting and progress reports relating to contractor progress payments from the City;
- Converses with the contractor at job site concerning discrepancies, for clarification and to communicate necessary information;
- Coordinates project progress and change orders with construction/project engineer;
- Provides information and assistance regarding entitlement and cost change orders;
- Deals with affected tenants and/or property owners regarding concerns and inquiries;
- Inspects asphalt, concrete, subgrade, and other materials;
- Inspects steel reinforcing and concrete forms and authorizes concrete placement;
- Inspects the laying, welding and fusing of underground oil, gas, water and sewer pipe, electrical conduit and telephone cable;
- Inspects driveways, curbs, gutters, catch basins, man-holes, comfort stations, alleys, streets, storm drains, and sewers;
- Inspects waterfront construction, including pile driving, dredging, foundation, structural steel erections and wharf construction;
- Inspects railroad installations;
- Ensures gas pipeline projects are completed in accordance with Department of Transportation regulations;
- Inspects building renovations to public facilities including ADA, electrical, plumbing, mechanical, and heating ventilation and air conditioning (HVAC);

- Interacts with customers, private contractors, and other City departments regarding meter set locations and gas service locations;
- Designs and initiates customer billing for services provided by the Energy Resources Department;
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Candidates must meet one of the requirements below:

- Four (4) years of paid, full-time equivalent experience in the supervision or journey level construction, or inspection of street, road, bridge, building, or other public works projects requiring a working knowledge of contract administration, safety requirements, earthwork, street and road conditions, shoring and/or underground construction, wharfs, water borne construction or railroad construction;

**OR**

- Four (4) years of paid, full-time equivalent experience in utility construction/maintenance including natural gas, water, and sewer pipeline, wharf construction, or closely related work requiring a good knowledge of contract administration, safety requirements, earthwork, street and road conditions, shoring and/or underground construction, wharfs, water borne construction, or rail construction.

*Satisfactory completion of college level coursework in construction technology, construction management or civil engineering or mechanical engineering curriculum may be substituted for up to two (2) years of the required experience on a year-to-year basis.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and/or understanding of engineering drawings;
- Knowledge of pertinent federal, state, and local laws, codes, and regulations;
- Knowledge in progress payments, change order, and construction contracts;
- Ability to read plans and specifications;
- Ability to effectively communicate both orally and in writing;
- Ability to effectively operate a personal computer and business software, such as Microsoft Office

Willingness to work during emergencies, stand-by rotations, weekends, holidays and overtime, as required;

Positions assigned in the Energy Resources Department must obtain a U.S. Department of Transportation Natural Gas Pipeline Operator Qualification Certification for Pipeline Inspection prior to completion of the probation period;

Positions assigned to the Energy Resources Department must comply with random drug testing in accordance with Pipeline and Hazardous Materials Safety Administration (PHMSA) regulation 49 CFR Part 199 and the Department of Transportation (DOT) regulation 49 CFR Part 40.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of the selection.

**HISTORY:**

Revised: 12/14/73, 12/76, and 8/30/90

Consolidated Senior Construction Inspector with Construction Inspector II and graded: FY 1977.

Consolidated Materials Inspector with Construction Inspector I/II: 11/18/98

Revised: 3/31/2021

Civil Service Commission Approval: 3/31/2021