



CITY OF NORCO EMPLOYMENT OPPORTUNITY



Public Works Department

Public Works Inspector I or II Depending on Experience

Full Time, 36 hour work week, Monday-Thursday, 6:30 a.m. – 4:30 p.m.

SALARY: Public Works Inspector I \$54,120 – \$60,913 annualized
Public Works Inspector II \$62,740 - \$70,614 annualized

PLACEMENT: Applicants selected for employment may be hired at any level within the Maintenance Worker series based on actual experience and qualifications.

BENEFITS:

The City of Norco provides an outstanding benefit package which includes: a 36-hour workweek; Health Insurance, City paid up to \$1,250 per month; Dental HMO and Vision family coverage paid by City; Life Insurance and PERS Retirement (Classic Employee 2.7% @ 55 - employee pays 8%, New Employee/PEPRA 2% @ 62 employee pays 6.25%); Vacation accrual at 86.4 hours per year (0-4 years); Sick leave accrual at 8.1 hours per month; 11 paid holidays and up to 3 floating holidays per year. The City does not participate in Social Security. This position is represented by the Public Works and Parks Maintenance Workers Association, please review the Public Works and Parks Maintenance Workers Memorandum of Understanding (MOU) for further benefit details.

TYPICAL DUTIES & RESPONSIBILITIES:

The Public Works Inspector I is the entry level class in the Inspector Series. Positions in the class perform the more routine inspections as incumbents develop inspection techniques, procedures and record keeping practices. Incumbent is expected to schedule and conduct inspections of streets, water and sewer distribution systems, water treatment systems, drains, irrigation, grading, traffic signals and landscaping. Appointee will inspect job sites for safety, traffic control and right of way obstructions; recommends construction changes or corrections for compliance with plans, specifications and safety requirements and approves related change orders; meets with contractors and project supervisors to discuss and resolve issues or complaints; responds to requests for investigation inspections. Works closely to assist City Engineer with NPDES compliance of all improvement project sites. Monitors project progress and inspects completion of work for monthly and final payments; maintains and tracks contract time; attends construction, safety, staff and training meetings; performs other related duties as assigned.

Plans, organizes and develops work plans to achieve goals and objectives; assists with the preparation of the division's budget expenditures, participates in developing, implementing and evaluating work processes, system procedures to achieve annual goals, objectives and work standards. Ability to act independently and use sound judgment within established guidelines and maintain effective working relationships with those encountered in the course of work. Schedules inspection training and duties to public works maintenance employees when assigned for inspections. Advises and assists maintenance division with field problems; performs inspections of major engineering projects to determine compliance with City, County, State and Federal

standards of construction. Reviews construction design plans, specifications, reports, work logs, permits and files. Attends pre-construction meetings and explains city policy, procedure and standards to affected contractors and other affected parties. Provides recommendations to staff regarding training program, ensures information regarding changes and new legislation pertaining to laws, codes, and regulations affecting the city are upheld. Meets and confers and acts as a liaison between Contractors, Developers, and City departments related to right-of-way construction activities; assists in gathering information for budget preparation; budgets for supplies and equipment on request; assist in formulating a safety program to ensure employee safety. May be required to attend scheduled NPDES meetings if necessary. Confers with engineering staff to modify plan design to correct issues encountered in the field.

May require weekend, evening and/or holiday work assignments. Must adhere to work schedule with prompt and regular attendance.

Must complete all required Mandated Reporter and Sexual Harassment Training within 30 days of appointment. Must complete all other City specific training within specified period of time.

Advancement or placement to the Public Works Inspector II class is contingent upon acquiring the knowledge and experience necessary to effectively perform journey-level inspections. The Public Works Inspector II is distinguished from the Public Works Inspector I through experience and knowledge required to inspect, manage, and administer projects.

DESIRABLE QUALIFICATIONS:

Experience: Public Works Inspector I - Three years public works construction and minimum of one year PW inspection experience.

Public Works Inspector II - Three years public works construction and minimum of three year PW inspection experience.

Education: High School Diploma or equivalent. Assignment will include Storm water compliance training and may require additional certification, training.

Knowledge: Knowledge of the construction of water distribution, treatment, sewer collection, storm drains, street rehabilitation, pavement overlay, pavement reconstruction, traffic signals, signage, striping, equestrian trails, pretreatment facilities and infrastructure; pertinent federal, state, regional and local standards, laws, rules and regulations; including NPDES storm water, street maintenance and traffic control signage and regulatory requirements.

Ability: Skill in inspecting construction projects and identifying non-compliance and safety issues including storm water compliance. Ability to communicate with professionalism, courtesy and tact. Ability to use proper English language including spelling, grammar and punctuation. Ability to use computer hardware, software and peripherals related to area assigned.

License/Certification Required: Valid Class "C" California Drivers' License.

All employees are enrolled in the Department of Motor Vehicles (DMV) government Employer Pull Notice Program.

Inspector I – Must possess a State of California Grade I Water Distribution Operators Certification and Sewer Collections I Certification. Applicants must possess one of the required certifications upon hire and may obtain the other certification within 12 months.

Inspector II – Must possess a State of California Grade II Water Distribution Operators Certification and Sewer Collections II Certification. Applicants must possess one of the required certifications upon hire and may obtain the other certification within 12 months.

EMERGENCY SERVICES:

In accordance with Government Code Section 3100, in the event of a disaster, all city employees are considered disaster service workers and may be required to perform assigned emergency service duties in the event of an emergency or disaster. Employees must complete required FEMA courses within six months of employment.

PHYSICAL REQUIREMENTS:

Ability to communicate orally, in person, and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift repeatedly up to 100 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to extreme weather conditions, moving equipment, heavy equipment, moving traffic, dust, noise, toxic fumes and chemicals, infectious diseases, air and water borne pathogens and other potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

SELECTION PROCESS: Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Final appointments will be subject to a selection interview with the Director of Public Works or designee and the remaining conditional steps in the hiring process. This position requires a conditional employment offer based on the successful completion of a medical examination and drug and alcohol screening.

Notifications will be conducted by Human Resources.

APPLICATION PROCESS/FILING PERIOD: One position open until filled. **Applicants must complete and submit a signed/original City of Norco employment application and a recent DMV driver record**, resumes are not accepted in lieu of a City application. Enclose copies of any certifications, training, or degrees. This recruitment may close at anytime without notice. Faxes or emails will not be accepted. Mail or drop off only.

APPLY TO: City of Norco, 2870 Clark Avenue, Norco, CA 92860. City applications may be downloaded from the City's website, www.ci.norco.ca.us.

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, religion, creed, age, disability (mental and physical), sex, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex orientation, gender identity, gender expression, medical condition, genetic information, marital status, or military and veteran status. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

IMMIGRATION LAW:

All new employees must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986 within the first three days of employment.

BACKGROUND CHECK:

All employment offers are conditional based on the successful completion of a background investigation, physical and drug and alcohol screening at city expense and conducted by a physician designated by the city. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following: (1) verification/reference from current and past employers, (2) fingerprinting and Department of Justice criminal background check, and (3) confirmation of necessary licenses, certificates, and/or diploma/degrees.

DRUG SCREENING: In accordance with the City's drug free workplace policy, all employment offers are conditional and based on successful completion of drug test.

The provisions of this bulletin does not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.