

## COMPENSATION

The hourly rate of pay is \$35.82 to \$44.29. Placement within the range will be based upon the selected candidate's experience in the tasks to be performed and salary history.

In addition to the salary, the City offers an excellent benefits package that includes:

- The City offers Kaiser plans with the City currently providing \$1,235 per month toward the premium for health insurance coverage. (If employee has existing coverage, up to \$400 is paid toward deferred compensation plan). Dental and Vision coverage for employee and family is paid for by the City.
- The City participates in the CalPERS Retirement System and two different deferred compensation plans available (457 and 401a)
- Vacation – Accrual of 80 hours per year initially and incrementally increasing up to 160 hours per year at 15 years of service
- Holidays – 12 scheduled and 2 floating
- Sick Leave— 12 days accrued each year
- Life insurance in the amount of \$50,000
- Long Term Disability – City paid plans
- Flexible Spending Account – Tax deferred options for dependent care, health care, and premiums

## APPLICATION PROCESS

The **required** City of Oakley employment application is available at City Hall located at 3231 Main Street, Oakley or by visiting our website at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us).

**This position will remain open until filled. Interested applicants should apply asap to be considered.**

Faxes and postmarks will NOT be accepted.

## WELCOME TO OAKLEY

The City of Oakley is situated in eastern Contra Costa County. The City of Oakley incorporated in 1999 to manage growth more effectively, improve community services, and the quality of life.

Cultivating a strong sense of community and civic pride are the cornerstones to the City's success. Building on its rich heritage, City leaders understand the importance of balancing growth and preserving a high quality of life for its citizens. The City's motto, "A Place for Families in the Heart of the Delta" is evidenced everywhere you go – the City boasts highly ranked schools, safe neighborhoods, and has been named by "San Francisco Magazine" as one of the best places to raise a family in the East Bay.

## SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. The selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Department and request an accommodation at least 3 business days prior to the interview.



- Now Hiring -

## **PUBLIC WORKS INSPECTOR II**

\$35.82 to \$44.29 per hour  
Depending upon qualifications

*This is a full-time, benefited position.*

*Final Filing Date:  
Open until filled*



**Human Resources Department**  
3231 Main Street  
Oakley, CA 94561  
[www.ci.oakley.ca.us](http://www.ci.oakley.ca.us)

## THE DEPARTMENT AND POSITION

The City of Oakley is hiring a full-time employee to serve as a Public Works Inspector II. The Public Works Inspector II position, under direction of the Public Works Director/City Engineer, leads, oversees, and participates in the more complex and difficult work of staff. The person in this position is responsible for performing a variety of technical field and office related engineering work associated with construction inspection activities on assigned public works projects.



## EDUCATION AND TRAINING

A qualified applicant will possess a combination of education and experience that would provide the required knowledge and abilities for the position.

**Education/Training:** Equivalent to the completion of the twelfth grade and 2 year associates degree supplemented by specialized training in public works inspection, civil engineering, or a related field.

**Experience:** Eight years of increasingly responsible construction inspection experience in public works or similar experience in the construction industry.

**License/Certificate:** American Concrete Institute (ACI), Advanced Construction Inspection, Supervision and Management certifications issued by the American Public Works Association; Possession of a valid "Class C" driver's license and an excellent driving record, are required.

*The City of Oakley is committed to the  
3P's of Public Service:  
Polite  
Professional  
Progressive*

## REPRESENTATIVE DUTIES

- Oversees consultants and participates in inspecting the construction, repair, and/or alteration work on assigned public works projects.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Oversees and conducts field sampling and testing of construction materials; analyzes and interprets lab test results and writes test reports.
- Meets and confers with representatives of utility companies, contractors, engineers, and other public agencies regarding construction plans and specifications; investigates and attempts to resolve citizen complaints.
- Answers questions, provides information to, and confers with property owners regarding project schedule, hazards, and inconvenience.
- Oversees and prepares technical reports, letters, and contract change orders of work performed.
- Enforces and documents adherence to various environmental requirements.
- Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.
- Processes USA tickets and ensures that all City utilities are marked appropriately.

## KNOWLEDGE, SKILLS, & ABILITIES

### Knowledge of:

- Operations, services, and activities of a public works construction inspection program.
- Advanced methods and techniques used in the inspection of public works construction projects; principles and practices of civil engineering as applied to the planning, construction, and maintenance of public works
- Advanced principles, methods, materials, equipment, safety hazards of construction.
- Laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
- Proficient in working with USA utility center and its applications.



### Ability to:

- Interpret, explain, and enforce department policies and procedures.
- Perform inspections on a variety of public works projects.
- Understand and interpret maps, engineering plans and specifications; prepare accurate engineering records.
- Deal firmly and tactfully with contractors, engineers, and property owners.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Proficient in operating office equipment including computers and supporting Microsoft Office word processing, spreadsheets, GIS and database applications.
- Communicate clearly and concisely, both verbally and in writing.