



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	INSPECTOR PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8336
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineering, and architectural engineering.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects construction work for compliance with applicable building codes, drawings, and specifications

Submits written reports on projects inspected stating progress, work status, and contractors' compliance to contract documents

Advises contractors of unsatisfactory job situations and/or conditions

Coordinates inspection findings with corresponding inspectors of consulting architects/engineers of record

Advises Director Facility Planning on validity of contractor pay requests

Reviews validity of change order requests for work and payment amount(s) submitted by contractors

Consults and advises corresponding inspectors of consulting architects/engineers and contractors regarding specific field problems

Maintains complete and comprehensive job files on each field project assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five (5) years of successful construction experience in field related to assignment

Capable of reading and understanding contract documents, I.E., drawings, specifications, contracts, etc.

Basic understanding of project administration processes (construction management)

Background knowledge and interpretation of applicable building codes regulations

Valid driver's license

Demonstrated ability to prepare easily understood verbal or written correspondence

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree or higher in field related to assignment
Drafting experience
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.