



NEW:
07/01/2012

JOB TITLE:	FIELD INSPECTOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
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
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- 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 and Mechanical/Electronic Maintenance 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

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 construction law and project administration processes (construction management)
- Background knowledge and interpretation of applicable building codes and Department of Education 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

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.