

CONSTRUCTION INSPECTOR

GENERAL RESPONSIBILITIES

Responsible for inspecting and reporting on virtually every phase of the construction process: including, but not limited to, civil (site work), structural; building, electrical, mechanical, indoor air quality, safety, and hazardous material abatement. Ensure that all contract documents represented by working drawings and specifications are properly executed by the contractors. Also responsible for establishing and maintaining a professional working relationship with architects, engineers, testing labs, general contractors, subcontractors, school board personnel, and the general public.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review and proofread plans, specifications, codes, shop drawings, submittals, procedures, reports, memos, status reports, contractor's minimum days, delay days, change order days and all correspondence between the architect, engineer, testing agencies, and the contractor.
- Establish and maintain all files, submittals, daily reports, and contractor daily reports. Establish and maintain all Architects' reports which include submittals, correspondence, pay requests, change orders, meeting minutes, supplemental instructions, sketches, Requests for Information (RFI), Requests for Changes (RFC), and all correspondence between the architect, engineer, testing agency, and the contractor.
- Establish and maintain all Engineer's reports which include submittals, correspondence, supplemental instructions, sketches, all correspondence between the architect, engineer, testing agency, and the contractor.
- Establish and maintain all Testing Agency correspondence, supplemental instructions, and sketches. Establish and maintain files for City inspections to include all correspondence.
- Establish and maintain all Contractors reports which include submittals, correspondence, supplemental instructions, sketches, Requests for Information (RFI), Requests for Changes (RFC), and all correspondence between the architect, engineer, testing agency, and the contractor.
- Check and verify all materials stored on and off site for payment as well as materials used in site construction against submittals and check and verify the installation of materials and equipment.

- Compose and submit weekly status reports, weekly percentage completion reports, and daily reports to include: project conditions (i.e. trade manpower and work description), architectural and engineering communication and direction, general conditions, temperatures, weather conditions, general conditions and activities, site work, subcontractors and personnel, hours worked, description of work performed, equipment used, verbal discussions and oral instructions, phone conversations, visitors to site, job requirements, photos, videos, delays.
- Train new employees on procedures and requirements of the job.
- Provide weekly video of entire job site construction progress and also provide videos to verify pre-construction existing building and site conditions when necessary.
- Post addendums to plans and specifications.
- Verify contractor compliance with codes, regulations, site materials, specifications, blue prints, indoor air quality, plans, commissioning of systems, sketches, actual construction, scheduling of training, alterations, repairs, improvements, reports, change orders, safety , and adding chemicals to systems.
- Inspect earth work (fill, porous fill, etc.), footings for foundations, masonry work, Concrete Masonry Unit (CMU) foundations, CMU, partitions, and CMU, bearing walls, wall flashing, under floor service equipment (plumbing, electrical, etc.), termite treatment, insulation, vapor barrier, thickened slabs and re-bar, concrete placement and thickness, insulation of sheet rock, stud walls, electrical in walls and overhead, plumbing in walls and overhead, mechanical, installation equipment, duct work, access doors and insulation, damp proofing, brick veneer, metal decking, roofing, windows, block filler, painting, acoustical ceiling, plaster ceiling, light fixtures, case work, lockers, chalk and tack boards, PE equipment, door hardware, toilet accessories, intercom systems, TV systems, fire alarm systems, security systems, HVAC controls, owner furnished equipment, food service equipment, final cleaning, punch lists, demolition, utility relocation systems, sanitary systems, fine grading, curb and gutter, sidewalks, stone base, paving, landscaping, seeding, fence installation, above ceiling, asbestos and lead paint abatement, joint sealant, projection screens, stage curtains, handicap requirements, signage, louvers and vents, carpet, terrazzo, fritz tile, tile flooring, gymnasium flooring, and safety of personnel and students in occupied buildings during construction and renovation.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of construction practices, techniques, materials and equipment relating to school construction; thorough knowledge of engineering plans, specifications and drawings; ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress; ability to detect errors in construction projects; ability to establish and maintain effective working relationships with contractors, property owners and associates; ability to effect satisfactory compliance with specifications and standards; ability to maintain accurate records.

EDUCATION AND EXPERIENCE

Graduation from high school and considerable experience in any of the building trades in construction work.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's License.

FLSA status: Non-exempt	Description: Rev. 6/00
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