

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Construction Inspector
Unit: Supervisory and Professional

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Job Code: D1286
Original Date: 07/1989
Last Revision: 08/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Level: L

DEFINITION

Under the general supervision of the District Architect or assigned manager, inspect school buildings and related structures in all stages of construction, alteration, and repair; determine compliance with local and state building laws and regulations and adherence to original plans and specifications.

EXAMPLE OF DUTIES

1. Plan, direct, initiate, and supervise quality control functions and activities for district construction projects; perform inspections as required (civil, structural, electrical, and mechanical) for conformity to plans, specifications, and requirements of the District and regulatory agencies.
2. Supervise assigned employees; appraise performance; provide for technical direction and guidance; make employment recommendations.
3. Review plans and specifications of architects prior to bidding.
4. Initiate pre-construction meetings with prime and subcontractors at the beginning of each major phase of installations.
5. Establish and maintain timely and effective communications with all members of the construction team, including architect, engineer, general contractor, and representative from the Division of the State Architect (DSA).
6. Coordinate the work of special inspectors and the DSA-approved materials and testing laboratory.
7. Maintain and update file of contract documents.
8. Review materials as to standards of compliance with submittals, applications, and quality.
9. Maintain progress reports, including times and dates of important phases of project.
10. Review construction and installations for compliance with State of California Health, Fire, and Safety regulations.
11. Maintain progress reports for percentages of completion for incremental payments to contractors.
12. Review drawings before and during remodeling projects.
13. Review complaints; correct during guarantee periods.
14. Assist district and maintenance personnel in determining conditions for construction with respect to locations and types of services of mechanical, electrical, and utilities installations.
15. Perform final inspections of each phase of the construction; recommend final acceptance for use including appearance items.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

District organization, operations, policies, and procedures.
Health and safety regulations.
Materials, methods, tools, and processes entering into the construction of wood, steel frame, masonry, and concrete buildings and accepted safety standards.
Oral and written communications skills.
Pertinent local and State building codes and regulations, including hazardous materials disclosure, underground disposal, and asbestos abatement.
Principles and practices of supervision and training.
Principles of structural engineering and plumbing, heating, ventilation, and electrical work.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and take effective action.
Apply construction knowledge and follow proper inspection techniques.
Calculate material quantities.
Detect deviations from plan specifications by inspection.
Determine stresses in shoring and supports of form work.
Establish and maintain effective working relationships with others.
Maintain cooperative working relationships with builders and contractors.
Maintain records and prepare reports.
Meet schedules and time lines.
Read and interpret building plans and specifications.
Supervise the work of others.
Understand and follow oral and written directions.
Work independently with others.

Training and Experience:

Any combination of training and experience equivalent to: five years of construction inspection experience. Experience should show a progression from light-framing structures to multi-story structures. Must be approved by the State of California Division of the State Architect for Class I Inspector.

License:

Valid California driver's license.

WORKING CONDITIONSPhysical Requirements:

Category III

Environment:

Office. Travel from site to site; review of construction sites.