



Construction Inspector

JOB DESCRIPTION

The Construction Inspector, under the supervision of the Director of the Facilities Planning Department, is responsible to insure due diligence of contractors in contract compliance and obtaining quality construction and timely completion through construction observation and documentation of in-house and contracted construction projects.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree preferred or a minimum of five (5) years experience in commercial construction and contract administration (school facility construction preferred) or as a Commercial Construction Project Superintendent

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of architectural or engineering construction principles, practices, and procedures
- Knowledge of local codes related to building, mechanical, and utility systems
- Ability to read and interpret construction drawings and specifications, including civil, architectural, and mechanical/electrical plumbing

DUTIES AND RESPONSIBILITIES

1. Works closely with contracted professionals, serving as on-site project liaison with contractor(s), architects, engineers, and consultants
2. Observes/Inspects construction work in progress and prepares daily written field reports documenting current construction activities and progress
3. Makes recommendation on completion status for progress payments
4. Makes recommendations to administration for items needing further determinations or approvals
5. Assures conformance of construction to design documents, time schedules, and Districts standards
6. Coordinates construction activities with Campus administration and staff to insure conformance with campus activities schedules and on-going educational requirements
7. Participates in pre-construction conferences with school personnel, contractor, and architect/engineer team
8. Assists in determination and implementation of District standards
9. Evaluates and makes recommendations on technical, constructability, and maintainability issues in design of projects
10. Assists with the review of plans, specifications, and contract requirements during the development of projects
11. Arranges/Schedules training of custodial, maintenance, and school personnel, to operate building equipment and systems
12. Performs or assists in the preparation of punch lists and substantial completion inspections, and assures timely correction of deficient items or completion of items recorded
13. Tracks project documentation by others, submittals and warranties
14. Reviews as-built conditions to assure accurate documentation for District archives
15. Acquires or prepares construction cost estimates for proposed projects and modifications to contracts
16. Serves as manager for construction of in-house and minor contract work as assigned
17. Performs other job duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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PHYSICAL DEMANDS

Ability to lift and/or carry heavy weight (45 pounds and over), sit, stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl, pull, push, reach, do repetitive hand motions, hear, speak, maintain visual acuity, drive personal vehicle, and travel frequently District wide. Ability to work inside and/or outside in temperature extremes, noise extremes, low or tense vibrations, slippery and uneven surfaces, potential biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.), potential minimal chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.), sunlight exposure, works around moving objects, vehicles, and machines with moving parts, unusual fatigue factors such as eye strain, and may work prolonged, irregular hours.

PAY SCALE: PO1

NUMBER OF DAYS: 226

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/12/07*