

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Building Inspector I	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	052 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Perform continuous inspection of all types of contract school construction to ensure compliance with plans, specifications, and contract documents.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform continuous inspection of frame, concrete, masonry, and steel construction to ensure compliance with plans, specifications, contract documents, applicable building codes, ordinances, and regulations. **E**

Interpret or secure interpretation of plans and specifications for contractors. **E**

Prepare required test specimens for delivery to testing laboratory. **E**

Notify commissioned architect, engineer, and district construction office of any material or workmanship which does not meet specifications. **E**

Request and coordinate the inspection of the required phases of work by district mechanical and electrical shop staff. **E**

Climb ladders, stairs, scaffolding, etc. to make necessary inspections. **E**

Certify that work and material complies with terms and conditions of contract documents. **E**

Maintain a daily diary of construction progress. **E**

Prepare progress reports. **E**

Verify and sign affidavits required by state and district. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to five years of full-time paid experience in the general construction field, two years of which shall have been on a supervisory level or in inspection of building construction (other equivalent combinations of formal engineering training and experience will be considered); ability to obtain approval by the Division of the State Architect as a school inspector. The D.V.A. requires a minimum age of 25 years for approval of inspectors assigned to school construction.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and local building codes, ordinances, and regulations.

Pertinent state safety regulations.

Methods of construction, masonry, structural steel, timber, and concrete buildings and foundations.

Inspection records and their practical application.

Building trade terminology.

Reading and writing English communication skills.

ABILITY TO:

Read and interpret building plans and specifications.

Climb ladders, stairs, and scaffolding.

Detect construction deviations such as inferior materials or workmanship, in preparing concrete test cylinders and grout blocks, and in making slump test.

Keep accurate records and to make clear and concise reports.

Work harmoniously with commissioned architects, engineers, contractors, school personnel, and the public.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

Building Inspector I is distinguished from the next higher class of Building Inspector II in that assignments in the former class are well defined and no school construction experience is required.

NOTE: Employees who do not obtain approval from the Division of the State Architect within six months of date of appointment to this job class will be terminated.