

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Class 1 Construction Inspector	<b>REPORTS TO:</b>	Assistant Construction Supervisor
<b>DEPARTMENT:</b>	Construction Management	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	062 OSS
<b>REVISED:</b>	October 14, 2003		

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**BASIC FUNCTION:**

Perform continuous inspection of all types of school construction projects to ensure compliance with plans, specifications, and contract documents; may lead the work of construction inspector personnel.

**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**

Act as a working lead and assume responsibility for the inspection of all types of construction projects, including large senior high schools or other large projects. **E**

Train and direct the work of other construction inspector personnel and assist in the evaluation of their work performance. **E**

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 obtain interpretation of plans and specifications for contractors. **E**

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

Monitor the work of any special inspectors and materials testing laboratories. **E**

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

Identify, document, and report deviations in the construction from the requirements of the construction documents. **E**

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

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

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

Assist with the processing of change orders or refer proposed changes to project coordinator. **E**

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

Maintain a daily diary of construction progress and prepare progress reports. **E**

Maintain approved construction documents and codes at the job-site in an organized, readily accessible manner. **E**

Provide specific code-prescribed notices and reports to the responsible design professional(s), Division of State Architecture, and the contractor. **E**

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

Provide technical guidance to assistant inspector(s). **E**

Perform related duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to nine years of full-time, paid experience in the general construction field, five years of which must have been in inspection of school, hospital, or equivalent building construction.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).  
Current Class 1 certification by the Division of the State Architect (DSA).

**NOTE:** An incumbent in the job class of Class 2 Construction Inspector may be promoted to the next higher classification of Class 1 Construction Inspector upon certification by the department that the incumbent meets the minimum qualifications for the higher classification.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.  
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.  
Oral and written communication skills.

**ABILITY TO:**

Read and interpret building plans and specifications.

Detect construction deviations such as inferior materials or workmanship, prepare concrete test cylinders and grout blocks, and to make slump tests.

Maintain accurate records and to make clear and concise reports.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with commissioned architects, engineers, contractors, school personnel, and the public.

Plan and organize work.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor settings; working around power tools and heavy equipment; subject to all types of weather conditions.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing or walking for extended periods of time; dexterity of hands and fingers to operate tools and equipment; climbing ladders, stairs, and scaffolding to make inspections; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to make inspections; lifting heavy objects.

**DISTINGUISHING CHARACTERISTICS**

Class 1 Construction Inspector differs from the next lower class of Class 2 Construction Inspector in that the former class can be assigned to more complex projects and duties may include directing the work of other construction\_inspection personnel.

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Job Code 8047

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