

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Class 3 Construction Inspector	REPORTS TO:	Assistant Construction Supervisor
DEPARTMENT:	Construction Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OSS
REVISED:	October 14, 2003		

BASIC FUNCTION:

Perform continuous inspection of school construction projects 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 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 shop staff. **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**

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), DSA, and the contractor. **E**

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

Perform related duties as assigned. **E**

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 must have been at a supervisory level or in inspection of 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 3 certification by the Division of the State Architect (DSA).

NOTE: An incumbent in the job class of Class 3 Construction Inspector may be promoted to the next higher classification of Class 2 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 3 Construction Inspector is distinguished from the next higher class of Class 2 Construction Inspector in that assignments in the former class are less complex and no prior school construction experience is required.

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