

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Energy/Utility Inspector	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	050 OSS
REVISED:	September 3, 2002		

BASIC FUNCTION:

Serve as the district energy/utility inspector for all construction or retrofit projects including new facilities, maintenance, modifications, repair, and capital outlay work completed for the district energy management program and ensure program goals are met and maintained and are in conformance with plans, schedules, specifications, and regulations.

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

Conduct required inspections of work performed by contractors and Maintenance and Operations Department staff to ensure compliance with plans, specifications, schedules, contract documents, and applicable codes and regulations. **E**

Review plans, blueprints, and job specifications and may make recommendations for alterations. **E**

Make site visits to determine needs and monitor progress of projects. **E**

Make reports to unit supervisor and others as required. **E**

Use a variety of estimating practices, standards, and manuals to estimate project labor and material requirements; recommend in-house or outside resource utilization. **E**

Review and revise material contracts and approve payment of contract work. **E**

Work with all levels of district staff, contractors, and vendors to obtain and provide information, resolve problems, and make recommendations for change and modification of energy/utility efficiency projects. **E**

Confirm that district procedures are being utilized by Maintenance and Operations staff, site personnel, and contractors to ensure district energy/utility efficiency goals are met and maintained through proper system operation, preventative maintenance, and conservation efforts. **E**

Promote energy consumption awareness within the district. **E**

Assist in the evaluation of proposed capital outlay projects, recommend priorities, and may prepare justification. **E**

Participate in meetings as required. **E**

Attend training seminars, vendor demonstrations, and courses to remain current with latest techniques and technologies. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of two years of technical or vocational training in mechanical and control systems and five years of recent, full-time, paid inspection experience in mechanical, electrical, and plumbing systems installation, repair, and renovation.

LICENSES AND OTHER REQUIREMENTS:

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

A current International Conference of Building Officials (ICBO) Inspection Certificate with emphasis in mechanical, electrical, and plumbing disciplines and/or Division of the State Architecture (DSA) school inspectors accreditation is desirable but not required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State-of-the-art methods, equipment, materials, and energy/utility efficiency practices and theory applied to the electrical, mechanical, and plumbing retrofit trades and the relationships between those trades.

Current laws, codes, and practices applicable to assigned responsibilities including safety methods and practices.

Computer and software utilization.

Reading and writing English communication skills.

ABILITY TO:

Make sound recommendations for change within program responsibilities.

Estimate material and labor costs

Detect construction/retrofit deviations such as inferior materials or workmanship.

Interpret plans and specifications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of district staff, outside agencies, vendors, and the public.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

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 environments.

PHYSICAL REQUIREMENTS:

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

Revised 3.22.04

Issued 2/98

Job Code 8067

PH