

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Building Inspector	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Lead the work of building inspector personnel and perform continuous inspection of a large contract school construction project 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

Act as a working leader and assume responsibility for the inspection of a construction project such as a senior high school or other large project. **E**

Train and direct the work of other building 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**

Accomplish a reduced but regular schedule of building inspection. **E**

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

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

Request and coordinate inspections of required phases of work by district mechanical and electrical supervisors; climb ladders, stairs, scaffolding, etc. to make necessary inspections. **E**

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

Process, 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**

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and availability of a private automobile.

Current California registration as a Registered Construction Inspector-Builder.

The State Division of Architecture requires a minimum age of 25 years for approval of inspectors assigned to school construction

DISTINGUISHING CHARACTERISTICS:

Lead Building Inspector differs from the next lower class of Building Inspector II in that the former class is assigned to a single large project and duties include directing the work of other building inspection personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and local building codes, ordinances, and regulations, pertinent to 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 interpreting building plans and specifications.

Reading and writing English communication skills.

ABILITY TO:

Climb ladders, stairs, and scaffoldings

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

Keep accurate records and prepare clear and concise reports.

Meet schedules and time lines; plan and organize work.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting; working with tools and equipment.

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; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate various tools and equipment; climbing ladders, stairs, and scaffolding; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to perform assigned duties; lifting heavy objects.