

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Maintenance Construction Inspector	<b>REPORTS TO:</b>	Maintenance Construction Contracting Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	050 OSS
<b>ISSUED:</b>	December 10, 2002		

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**BASIC FUNCTION:**

Perform inspection of non-DSA maintenance, repair, and 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 inspection of construction activities 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 construction manager of any material or workmanship which does not meet specifications. **E**

Request and coordinate the inspection of the required phases of work by district specialty inspectors. **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. **E**

Prepare progress reports. **E**

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

Attend construction meetings; provide coordination between the site administration and the contractor.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to seven years of full-time paid experience in general construction or a construction trade, one year of which must have been in inspection of 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.  
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 in making slump test.  
Maintain accurate records and make clear and concise reports.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor setting.

**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 tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; climbing ladders, stairs, and scaffolding to make inspections, lifting light objects.