



PERSONNEL COMMISSION

Class Specification
Salary Range: 38 (C2)

CLASS CODE

TITLE

3320
3311

CONSTRUCTION INSPECTOR
CONSTRUCTION INSPECTOR – SPECIAL

JOB SUMMARY

Under general supervision, to conduct inspections of District buildings, facilities and other structures under construction, additions, alteration or repair; to prepare reports and keep logs on work in progress of construction and alteration projects; to provide technical advice to craft workers and contractors on quality and material standards and specifications; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Review and read plans, specifications, shop drawings and change orders to become familiar with project; periodically check record and drawings for accuracy and currency. ***E***
- Make inspections at sites to ensure that the quality of workmanship and materials and installation standards used such as framing, electrical, plumbing, and mechanical systems conform to contract documents and applicable building codes, state and federal legal requirements and health and safety standards; maintain record of non-complying items and follow-up on resolution of such items. ***E***
- Provide technical advice on change orders, operating problems and purchase of materials and supplies. ***E***
- Initiate minor field changes on construction projects not involving structural or architectural features; prepare report of changes and transmit to project manager. ***E***
- Meet and confer with technical consultants, engineers, contractors, vendors, architects and District representatives to coordinate activities, review project requirements and clarify or resolve questions or problems. ***E***
- Read, interpret, and work from plans, blueprints, sketches, drawings and specifications. ***E***
- Drive a District vehicle. ***E***

Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An incumbent in this class conducts inspections of specific craft/trades work to determine and ensure that procedures, materials and quality of work comply with plans and specifications. Inspections include carpentry, roofing, plumbing and irrigation, air conditioning, heating and ventilating systems, paving, glazing, electrical, painting, locksmith, electronic and telecommunications systems work. An incumbent works out solutions and makes recommendations to craft workers and contractors on feasible and economical methods of conforming to and maintaining standards. An incumbent has ongoing working relationships with contractors and contractor representatives and vendors in solving field problems and seeking resolution to contracted construction for the District. Incumbents may be appointed to the class of Construction Inspector to perform inspection of general construction or reconstruction work that requires journey level knowledges, and skills in multiple (two or more) trades or to the class of Construction Inspector- Special that requires more specialized knowledge and skills of a specific construction or maintenance trade. Incumbents appointed to Construction Inspector – Special are limited to work within the trade of their job classification.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices, tools, equipment, and materials used in a construction and maintenance trade involving such work as carpentry, painting, air handling systems, electrical and electronic systems, plumbing and locksmithing
Applicable building codes, ordinances, fire and handicap requirements, regulations and safety precautions.
Methods and requirements of maintaining, repairing, altering, and improving school buildings, grounds and equipment.
Computer software applications.

Ability to:

Maintain records.
Operate a computer terminal and applicable software to enter data, maintain records and generate reports.
Prepare sketches and diagrams.
Read, interpret and work from architectural and engineering plans and blueprints, sketches, drawings, and specifications.
Identify deviations from construction plans and specifications and inferior workmanship or use of inferior materials.
Keep abreast of new developments in the field and apply to tasks and jobs.
Operate a vehicle observing legal and defensive driving practices.
Write clear, concise instructions and reports.
Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Training:

Equivalent to graduation from high school.

Completion of a building inspection program in a building trade is desirable.

Experience:

At least four years of journey level experience in a building trade working in general construction, repair and maintenance work preferably in a school or similar public facilities, buildings or properties.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

SPECIAL REQUIREMENTS

Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

WORKING ENVIRONMENT

Outdoors in inclement weather; working indoors and in shop environment; driving from site to site; frequent interruptions; subject to emergency call out.

PHYSICAL DEMANDS

Climbing and descending scaffolding and ladders; walking and standing for extended periods of time; kneeling; bending at the waist; crouching; reaching overhead; lifting objects weighing up to 60 pounds; crawling in attics, under floors and in tight spaces; dexterity of fingers and hands to operate specialized equipment and personal computer; working around machinery having moving parts; hearing and speaking to exchange information.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 3/2/00