

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION INSPECTOR/TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned Construction Project Manager or the Director-Construction, represent the District on construction sites serving as contact with contractors, engineers, commissioned architects, County districts, State agencies and the public; oversee construction projects from beginning through completion; provide technical assistance, consultation, or direct services in design, planning, estimating, contracting, and inspection for projects involving the construction, demolition, relocation and restoration of structures and infrastructures.

ESSENTIAL FUNCTIONS:

Represent the District on construction sites serving as contact with contractors, engineers, commissioned architects, County districts, State agencies and the public; oversee construction projects from beginning through completion; maintain daily logs of construction progress.

Prepare and analyze proposals for programs and projects; prepare, review, analyze and interpret plans, cost estimates, specifications, shop drawings, change orders, work orders, bid documents and submittals.

Prepare designs and development guidelines for architects.

Perform inspections of wood frames, reinforced concrete, masonry, and structural steel construction, and building and site-related appurtenances, for compliance with plans, specifications, contract documents, and applicable State and local building codes, ordinances, and regulations.

Notify architects and engineers of material or work quality that does not meet specifications; prepare lists itemizing defects in construction, materials, and quality of work and follow up on warranty and guarantee work.

Interpret or secure interpretation of plans and specifications for contractors and subcontractors.

Oversee and monitor the work of specialized inspectors, personnel from soils labs and testing labs, and survey crews on construction sites.

Verify change orders and sign affidavits required by State and local authorities and the Facilities and Planning Department.

Monitor and prepare progress reports of projects; recommend approval of progress payments for satisfactorily completed work.

Operate a computer and assigned software; operate standard office equipment; drive a vehicle to various sites to conduct work.

Attend meetings and participate in meetings as assigned; make oral presentations as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF

Construction contracting and inspection techniques and methods.

Project management techniques.

Applicable building codes, and federal, state and local laws and regulations.

Construction contracting methods, terminology, documents, procedures and policies.

Cost estimating of construction projects and preparation of contracts and specifications.

Public speaking techniques.

Use of graphics in construction design.

Blueprint reading skills.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Technical aspects in field of specialty.

Record-keeping techniques.

ABILITY TO

Manage construction projects from beginning through completion.

Perform construction inspections and assure compliance with State and local building codes, ordinances and regulations.

Draw plans and write specifications for a variety of construction projects.

Coordinate and review the work of architects and other contract workers.

Prepare cost estimates.

Coordinate multiple concurrent activities.

Compile data for studies.

Interpret, apply and explain policies and regulations related to assigned activities.

Prepare and maintain various logs, records and reports related to assigned activities.

Operate a computer and other equipment as assigned.

Establish and maintain cooperative and effective working relationships with others.

Work with blueprints, sketches and other architectural plans or related documents.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Analyze situations accurately and adopt effective course of action.

Maintain consistent, punctual and regular attendance.

Make oral presentations.
Hear and speak to exchange information and make oral presentations.
Walk over rough and uneven surfaces at construction sites.
See to read a variety of materials and inspect sites.
Move hands and fingers to operate a computer keyboard.
Walk, sit or stand for extended periods of time.
Bend at the waist, kneel or crouch.
Reach overhead, above the shoulders or horizontally.
Climb ladders.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: college level course work with at least twelve semester units in construction, architecture, engineering or a related field and five years of construction experience on public structures or structurally complex commercial buildings, including two years as a licensed California general contractor, inspector, field superintendent, craft supervisor, or lead person in one of the primary building trades.

LICENSES AND OTHER REQUIREMENTS:

Must possess qualifications for authorization as a general inspector with the Division of the State Architect (DSA) as required by Title 24, Part I, California Code of Regulations.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
May be required to drive as needed.

HAZARDS:

Working at heights at roof levels.
Working below ground and in confined areas at construction sites.