



## BUILDING INSPECTOR-CLASS I

### DEFINITION:

Under the supervision of the Supervisor of Construction Services, represents the District in continuous inspections of assigned areas or part of the construction effort to assure compliance with building program plans and specifications; ensures that various applicable codes for the construction of school buildings are in accordance with the laws and regulations of the State of California; supervises and inspects the work of others as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs various continuous and resident Inspector of Record responsibilities as outlined in Title 24.
- Studies and analyzes the terms and conditions of the contract agreement, plans, specifications, addenda and interpretations; reports inconsistencies or errors to the architect promptly.
- Ensures adherence to the terms and conditions of plans and specifications relative to the testing of materials.
- Inspects workmanship and materials upon delivery to the job or as incorporated in the work; rejects workmanship and materials that are not acceptable under the terms of the contract.
- Reviews and certifies progress payment requests submitted by the contractor per established procedures.
- Recommends change orders for deviations from the requirements of contract or documents as required by field conditions.
- Ensures that the established designs are carried out as intended per assigned specifications.
- Maintains daily field logs and reports related to construction progress; performs the filing of necessary reports to the State per established procedures.
- Reviews plans and specifications in relation to workability of construction.
- Provides technical assistance to Maintenance and Operations personnel as required.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Building codes, ordinance and regulations of State and local authorities.
- Pertinent safety orders of the State Industrial Safety Division.
- Principles of training and supervision.
- Engineering plans, contracts and specifications.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of specialty.
- Record-keeping and report preparation techniques.

#### Ability to:

- Read and interpret blueprints, plans and specifications.
- Interpret and apply related State and federal laws, codes, ordinances, regulations, policies and procedures.
- Understand and carry out oral and written instructions.
- Communicate effectively in written form.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Serve as a technical resource to personnel.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level or commercial coursework in construction, materials testing and drafting. Four years' experience as a School Building Inspector and six years of journeyman level experience of all phases of building construction, including two years have been in a supervisory capacity or as a general contractor.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid certification as a Class I inspector by the Division of the State Architect.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate assigned equipment.
- Walking or sitting for extended periods of time.
- Seeing to read a variety of materials and perform inspections.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling light objects up to 25 pounds.

**WORK ENVIRONMENT:**

Indoor and outdoor work environment. Seasonal heat and cold or adverse weather conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very loud. Hazards include:

- Working around or with machinery having moving parts.
- Exposure to chemical fumes and vapors.

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