



**CONSTRUCTION INSPECTOR I
CONSTRUCTION INSPECTOR II
CONSTRUCTION INSPECTOR, SENIOR**

SALARY GRADE: Level I: [C3-60](#); Level II: [C3-64](#); Senior: [C3-68](#)

DEFINITION:

Under the direction of an assigned supervisor, inspect, report, document, and certify all phases of construction in an effort to ensure building code compliance and life safety code compliance. Depending on certification level, as determined by the Division of the State Architect (DSA), projects may include but are not limited to new construction, additions, alterations, modernizations and reconstruction of existing buildings.

DISTINGUISHING CHARACTERISTICS:

Construction Inspector I (Class 3 Classification as per the DSA certification standards)

The Construction Inspector I will be licensed and approved for alterations, modernization and simple additions to existing buildings of wood frame single story construction, with conventional (spread footing) concrete foundations and a total floor area less than 2000 square feet, the installation of pre-manufacture, single-story re-locatable buildings; and other minor projects. Structures must utilize wood-frame shear wall as the primary lateral-load resistive system. The project may include isolated steel or concrete elements (e.g. steel or concrete columns).

Upon meeting the eligibility for class 2 certification standards; recommendation by the supervisor; and final approval by the appropriate administrator, the employee may move to Construction Inspector II after completing two years of service as Construction Inspector I.

Construction Inspector II (Class 2 Classification as per the DSA certification standards)

The Construction Inspector II will be licensed and approved to inspect construction projects of moderate complexity including all buildings or additions over 2000 square feet that utilize wood shear walls as the primary lateral-load resistive system; and the installation of two-story re-locatable building projects, utilizing shop-fabricated building frames. Projects may be single or multi-level, not limited as to floor area, and may contain incidental masonry, concrete and/or structural steel construction (e.g. gravity load carrying columns and beams). Building may also have isolated exceptions to the lateral load resistive system requirements (for example, a single braced frame).

Construction Inspector, Senior (Class 1 as per the DSA certification standards)

The Construction Inspector, Senior will be licensed and approved to inspect all types of construction to include buildings or additions over 2000 square feet that utilize materials other than wood frame shear walls (e.g. masonry or concrete shear walls, steel braced frames, concrete or steel moment-resisting frames, etc.) as the primary lateral load resisting structural systems.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.

3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

Job Responsibilities

1. Inspects district construction projects and materials necessary for completion of a construction project. Projects will vary in level of complexity.
2. Ensures all phases of construction are according to contract specifications and federal, state, and local mandated building codes and regulations.
3. Acts as an agent of the DSA in their interaction with the district, contractors and state agencies to ensure compliance of projects from inception to completion.
4. Maintains detailed and appropriate documentation as required by federal, state, and local regulations of all assigned projects; writes and submits reports to appropriate personnel.
5. Reviews and interprets incoming federal, state, and local regulations and directives as they apply to construction projects within the district.
6. Notifies appropriate management as to any irregularities in building construction.
7. Maintains currency in field knowledge and certification.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Concepts, materials and terminology related to building construction.
2. Varying types of skills used in construction projects (i.e. plumbing, building, mechanical, electrical, fire and life safety, concrete, steel, heavy construction, etc.)
3. Procedures for documenting inspections.
4. Principles of project planning and management.
5. Generally accepted construction principles and practices as related to public works and schools in the state of California.
6. Business and engineering mathematics.
7. Safety factors in the operation of equipment and materials.
8. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Interpret and apply state and local regulations and district policies.
3. Read and interpret blueprints, technical manuals, charts and schematics.
4. Maintain accurate records and reports on completed assignments.
5. Understand and carry out oral and written instructions.
6. Observe safety requirements and safe work practices and methods as required.
7. Establish and maintain cooperative work relationships.
8. Work independently and under minimal supervision.

9. Organize and prioritize work and meet critical deadlines.
10. Document inspections and follow through in code violations.

Education

Construction Inspector I: Equivalent to the completion of the twelfth grade supplemented by college course work in construction inspection or technology, pre-engineering or a related field.

Construction Inspector II: Any combination equivalent to an associate's degree with major course work in construction inspection or technology, engineering, architecture or a related field.

Construction Inspector, Senior: Any combination equivalent to an associate's degree with major course work in construction inspection or technology, engineering, architecture or a related field.

Experience

Construction Inspector I: Three years of experience similar to that of building inspection as mandated by the Division of the State Architect (DSA). Class 3 DSA Certification required.

Construction Inspector II: Three years of experience similar to that of building inspection as mandated by the Division of the State Architect (DSA). Class 2 DSA Certification required.

Construction Inspector, Senior: Five years of experience similar to that of building inspection as mandated by the Division of the State Architect (DSA). Class 1 DSA Certification required.

License or Certification

Possession of a valid class C California driver's license.

Construction Inspector I: Class 3 DSA Certification required.

Construction Inspector II: Class 2 DSA Certification required.

Construction Inspector, Senior: Class 1 DSA Certification required.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008