

SUPERVISING BUILDING/CONSTRUCTION INSPECTOR

DEFINITION

Coordinates and supervises the work of Building/Construction Inspectors, special inspectors, and other support staff.

TYPICAL DUTIES

Supervises and coordinates the work of subordinate personnel, including providing regular field observation, performance evaluation, guidance and inspection team resource assessments.

Reports deviations from approved contract documents and minimum code requirements to project stakeholders and coordinates with them for resolution of such issues.

Consults with the Division of the State Architect on California Building Code Inspection assignment requirements.

Resolves issues that cannot be resolved at the field level by subordinate staff.

Obtains decisions and interpretations from architects and engineers on issues impacting multiple projects.

Reviews the project inspection team documentation during construction and through the DSA certification process.

Ensures that the project inspector fulfills the requirement to monitor and oversee the special inspection, material sampling and testing requirements.

Assists in the orientation and professional development of staff.

Reviews logs, daily reports, job files, and any written correspondence for compliance with applicable State, municipal, and District policies, procedures, and requirements.

Advises construction project management staff and inspectors on code matters and DSA procedures.

Coordinates responses to legal issues and requests for information.

Interfaces with Regional Construction Directors on matters relating to the inspection of District construction projects.

Uploads documentation, such as field observation reports and other project-related work onto internal cloud-based storage system for use by internal and external stakeholders.

May act as Inspector of Record on specific projects.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Building/Construction Inspector supervises and coordinates the work of Building/Construction Inspectors and special inspectors on school construction projects and reviews and verifies approved project completion/closeout documents for compliance with DSA requirements.

A Deputy Chief Building/Construction Inspector assists in the overall administration and daily planning of the Inspection Department activities, and acts for the Chief Building/Construction Inspector in case of absence.

A Building/Construction Inspector represents the District at construction sites, performs continuous inspection of construction materials, methods, and work quality, and monitors construction work for compliance with approved contract documents and applicable codes. Incumbents in this class perform work consistent with the Division of the State Architect regulations. A Building/Construction Inspector must possess and maintain minimum certification as a Class 3 General Inspector by the Division of the State Architect.

SUPERVISION

General direction is received from a Deputy Chief Building/Construction Inspector. General supervision is exercised over Building/Construction Inspectors, special inspectors, and other support staff.

CLASS QUALIFICATIONS

Knowledge of:

- California Education Code, and California Administrative and Building Code requirements and applications
- Principles and practices of engineering as they pertain to the construction of all types of buildings
- Inspection methods and their application to school construction
- Stress analysis, strength, properties, and uses of various materials in the construction and finishing of wood, steel frame, masonry, and reinforced concrete buildings
- Methods of mixing, placing, and curing plain and reinforced concrete
- Methods of estimating materials and labor costs and the current prices of building materials State, County, and local construction ordinances, regulations, policies, and practices and building, labor, and safety codes; and public contracts codes
- Safety practices and regulations pertaining to the construction trade
- Principles of employee supervision, training, and performance evaluation
- Equal Employment Opportunity requirements for hiring construction personnel
- Microsoft Office

Ability to:

- Direct and coordinate a complex inspection program
- Read and comprehend approved contract documents and applicable building standards
- Recognize, analyze, and deal effectively with problems and issues
- Detect faulty and improper materials and poor work quality
- Detect errors and discrepancies in plans and specifications
- Work effectively with architects, engineers, District employees, contractors, and representatives of regulatory agencies
- Plan and organize work to meet deadlines
- Communicate effectively, both orally and in writing
- Operate a personal computer and associated peripheral equipment
- Utilize various computer applications such as word processing, spreadsheet, database, email and video conferencing

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, and pull, and safely lift and carry items weighing up to 50 pounds
- Ability to work safely in confined spaces and uneven surfaces and at heights
- Ability to work in extreme temperatures and adverse weather conditions

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in a field related to construction; structural, civil, electrical, or mechanical engineering; or architecture. Qualifying experience, in addition to that listed below, may be substituted for the required education on a year-for-year basis.

Experience:

Three years of experience as the Division of State Architect-approved Project Inspector on public school construction projects,

or

Two years of experience as the Division of State Architect-approved Project Inspector on major construction projects valued at least \$30 million,

or

Three years of experience as the approved Class A HCAi (OSHPD) Inspector of Record on hospital projects valued at least \$30 million.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

Must possess and maintain certification as a Class 1 or Class 2 Project Inspector by the Division of the State Architect (D.S.A.).

Additional certification(s) as a specialty inspector by the Division of the State Architect (D.S.A.) as identified by Title 24, Part I, California Code of Regulations (C.C.R.) is preferred.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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10-17-2024
JPK2

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