

SCHOOL CONSTRUCTION INSPECTOR

Code No.: 940131
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is field position responsible for the inspection of remodeling, renovation, and new construction of small and large scale buildings and projects. Duties include inspecting projects in progress and at completion for compliance with plans, specifications and department standards. Employees are exposed to disagreeable elements and hazards normally associated with building construction sites. The employee reports to, and works under the general supervision of a higher-level staff member. Supervision of others is not a responsibility of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All may not be performed in a given position. Other related activities may be performed although not listed.)

Inspects remodeling, renovation and new construction projects for workmanship, materials usage and compliance with plans and building specifications;

Prepares reports, sketches and estimates for minor work projects;

Prepares and files daily construction reports including description of work in progress, job conditions and unexpected circumstances, tradespeople employed at the job site, special provisions for storage and protection, and work rejected;

Confirms construction schedule in regards to sequence of activities and time allotted to meet critical dates;

Reviews construction plans and specifications prior to bidding and construction for completeness, coordination, and to develop an understanding of the project and trade requirements;

Reviews, evaluates and recommends schedule of values, payment applications, and change orders and cost proposals for accuracy and cost effectiveness;

Inspects asbestos abatement projects for full compliance with contract documents and applicable codes and regulations;

Reviews and collects commissioning and close-out documents including, but not limited to, project manuals, warranties, as-built and various types of commissioning reports;

Coordinates with contractor, the required training of district staff including maintenance and operation staff;

Distributes close-out documents to the appropriate departments and personnel;

Confers with contractors, managers, principals and custodians on various work projects and construction;

Re-inspects completed projects prior to expiration of guarantee;

Conducts required field surveys, records conditions and reports on findings;

Confers with contractors, project architect or engineer regarding deviations from design, plans, specifications, and standards of good workmanship;

WHEN WORKING ON SMALLER PROJECTS PERFORMS THE FOLLOWING:

Expedites construction projects by coordinating work schedules of contractors;

Maintains a common electronic file containing, but not limited to, pertinent contract documents such as correspondence, submittals, meeting minutes, requests for information and requests for proposal (RFI/RFP), price quotes, change orders, punch lists, commissioning documents, etc.;

Monitors progress of the construction work for compliance to construction documents, schedules and site safety and provides corrective measures relating to issues that are not in compliance;

Conducts and/or calls for field meetings to discuss project progress, delays, field conditions, and prepares and distributes minutes, etc.;

Prepares various forms of written communication such as summary reports, meeting minutes and letters to contractors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of the building trades as they relate to construction of large scale commercial buildings; good knowledge of construction techniques, materials and standards of workmanship; good knowledge of the Asbestos Hazard Emergency Response Act (AHERA) and lead work practices and regulations; working knowledge of cost estimates for remodeling, renovation and new construction; working knowledge of architectural and mechanical drawings; ability to inspect remodeling, renovation and new construction work; ability to read and interpret construction drawings and specifications; ability to draw simple sketches of changes; ability to prepare specifications for minor projects; ability to maintain records of work in progress; mathematical ability; ability to deal effectively with contractors, suppliers, architects, engineers, department staff and administrators; ability to work outdoors under adverse weather conditions and/or in unpleasant and potentially hazardous work sites; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, Architectural Engineering, Construction Management Technology, Construction Management, Engineering Technology, Construction Technology, Construction Management Engineering Technology, or a closely related field, plus four (4) years paid full-time or its part-time equivalent experience in building construction projects, two (2) years of which must have been as a job superintendent or architect's field representative; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above or a closely related field, plus six (6) years paid full-time or its part-time equivalent experience in building construction projects, two (2) years of which must have been as a job superintendent or architect's field representative; OR,
- (C) Eight (8) years paid full-time or its part-time equivalent experience in building construction projects, two (2) years of which must have been as a job superintendent or architect's field representative; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Estimating building construction projects may be substituted for up to a maximum of two (2) years full-time or its part-time equivalent experience in building construction projects.

SPECIAL REQUIREMENTS: Must obtain the following during the probationary period:

A New York State Department of Labor Asbestos Inspector Certification.

Successful completion of ten (10) hours of construction training from the Occupational Safety and Health Act Organization (OSHA).

Failure to possess the above certification and receive the above training during the probationary period will result in separation from the position.

If you are appointed you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: May 25, 1978

REVISED: June 1, 1989

REVISED: May 8, 2014