PD No.:PD-3380

Construction Inspector

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)
Internal Team:* SL-FacMgmt-Minor Capital Projects - 127802
Job Code/Employee Classification:* Administrator II
Classification Title: Administrator II
MPP Job Code: Construction Inspector
Position Number: Position no: SL-00006085
CSU Working Title:* Construction Inspector
Salary Range/Grade: 3312-RANGE A-Grade-1

Reports To:* Project Planner/Architect
Campus:* San Luis Obispo
Division:* Administration and Finance
College/Program:* Facilities Management and Dev
Department:* FacMgmt-Minor Capital Projects - 127802
FLSA Status: Exempt

SENSITIVE POSITION

Sensitive Position: ✗ Yes  ☐ No

Job Summary/Basic Function:* Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities and grounds. FMD consists of five critical and interdependent support departments, including Facilities Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facility Operations. In support of the Cal Poly mission, the Facilities and Management and Development department is committed to promoting a culture that values individual and organizational integrity, civility, and diversity.
Under the general direction of the Deputy Building Official and Senior Inspector, the Construction Inspector is responsible for the inspection of construction, alteration or repair of multiple complex projects, including both in-house and contracted public works projects. The Inspector ensures compliance with contract documents and all applicable building codes and regulations and provides quality control duties as directed. The Inspector retains delegated authority to make independent decisions related to all essential functions listed below.

Minimum Qualifications:* A minimum of seven years of professional experience as a Construction Inspector.
**Required Qualifications:**

- Thorough knowledge of construction and engineering methods, practices and procedures, and contract management.
- Comprehensive knowledge of building, plumbing, mechanical, fire, electrical, Title 24, and other applicable codes.
- Comprehensive knowledge of California Building and Safety codes, State and Federal Codes and local ordinances.
- Demonstrated ability to organize, coordinate, and complete work in demanding situations, and prioritize work to meet the demands of multiple deadlines.
- Demonstrated ability to establish and maintain cooperative working relationships with a wide variety of constituents.
- Strong consultative and facilitative skills to gain consensus; train others on new skills and procedures, and provide direction.
- Excellent communication skills; ability to effectively communicate in a clear and understandable manner, both verbally and in writing.
- Excellent interpersonal skills, including working with diverse individuals and groups, sometimes on contentious issues.
- Ability to identify ACM - Lead - Mold (hazardous materials)
- Ability to develop and maintain workflow processes and databases associated with them.
- Read, understand, interpret, and work from plans, drawings, and specifications.
- Ability to identify difficult construction issues and develop solutions that represent the best interests of and minimizes risk to the University.
- Demonstrated ability to work independently and as a team member, as appropriate to the situation.
- Working knowledge of or ability to quickly learn and apply University infrastructure, policies and procedures.
- Demonstrated ability to adapt to organizational, procedural, policy, and technological changes.
- Demonstrated ability to use a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.

**Preferred Qualifications:**

- Professional inspection experience working in a university, a large institutional setting, or public works environment.
- Certified Access Specialist (CASp)
- Reinforced concrete special inspector
- Structural steel and bolting special inspector
Special Conditions:

Ability to perform climbing, bending, squatting, and kneeling activities, which will include but is not limited to using ladders to access roofs, manholes and other areas of the construction work. Must be willing to work at heights (20 ft. or higher) off scaffolding or ladders

Must be able to successfully pass a pre-employment background/fingerprint check.

Must be able to work additional hours, including weekends, evenings, and occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

Must be able to work both indoors and outdoors in all types of weather conditions.

Must be able to wear a negative pressure respirator.

Must be able to pass an asbestos physical exam annual renewal.

Must be able to pass an employer-required physical within the first twelve months of hire.

Must be able to use both hands for simple, firm grasping and for fine manipulation.

Must be able to work at heights (20 ft. or higher) off scaffolding or ladders.

Must be able to crawl and move through tight spaces.

Must be able to wear a hard hat, safety glasses, and other protective headgear.

Must be able to work additional hours, including weekends, evenings, and occasional holidays, and adjust working hours to meet special jobs.

Must be able to climb stairs and ladders.

Possess or be able to pass Lead inspection and certification

Must be able to bend, squat, crawl, reach above shoulder level, crouch, kneel, balance, push and pull loads.

This position is a “designated position” in the California State University’s Conflict of Interest code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.

This position classification has been defined as “Exempt” and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

License / Certification:

Possession of a valid Driver’s License or the ability to obtain by date of hire.

Must possess one of the following:

ICBO Certificate, Commercial Building Preferred (International Conference of Building Officials)
OSHPD Certification (Office of Statewide Health Planning & Development)
DSA (Division of State Architect)
Other (City or County of California, trained and certified)
Licensed Architect or Registered Engineer (California)

Mandated Reporter:*

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:  
☐ Yes ☑ No

Conflict of Interest:* None

Supervises Employees:*  
☐ Yes ☑ No
## Job Duties

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Maintains policies, procedures, workflow process, and documents necessary to the function of this position.</td>
<td>Essential</td>
</tr>
<tr>
<td></td>
<td>Independently identifies, checks and measures items placed in the construction for compliance with the contract documents and applicable building codes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Represents the university in inspections dealings with outside review agencies (i.e., State Fire Marshal, City Fire Inspector, Division of the State Architect Access Compliance, Structural peer reviewer)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintains a daily work diary for each project describing the general work performed noting non compliant construction.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supervises and/or performs on-site testing as specified in the Contract Documents. Reports all failed tests and provides recommendations for corrective actions. Supervises and certifies all retesting methods and procedures until performed accurately and as required by the Contract Documents and building codes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Independently analyzes and tracks the construction progress schedule to ensure work completed versus the approved contract schedule.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compares the progress schedule to the contractor's monthly pay application and verifies payment due.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspects all materials immediately upon their delivery to the site to ensure compliance with the Contract Documents and approved submittals.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upon completion of a project, reviews all guarantees, keying, operation instructions, completion of final punch list items, and other items called for in the contract documents. Confirms and certifies, on behalf of the University, that all documentation is provided by the contractor as required by contract documents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applies knowledge of construction engineering methods, practices, procedures, contract management, and uses comprehensive knowledge of building, plumbing, mechanical, fire, electrical, Title 24, and other codes to inspect construction projects.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conducts on-site inspections to evaluate construction work in progress to ensure projects are in compliance with the Contract Documents. Rejects substandard workmanship and materials.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develops and maintains policies, procedures, workflow process, and documents necessary to the function of this position.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advises Project Management staff on code issues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assists in the management of the Building Permit process</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Attend and participate in CSU – CPDC training programs at the Chancellor's Office (or other CSU campuses, which may require multiple days and overnight travel as necessary.</td>
<td>Marginal</td>
</tr>
<tr>
<td></td>
<td>Responds immediately to construction site incidents and files appropriate reports in a timely manner.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Perform other job-related duties and special projects as assigned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignment</td>
<td></td>
</tr>
</tbody>
</table>