

SUPERVISING CONSTRUCTION INSPECTOR

DEFINITION

Under limited direction, independently performs the most complex technical inspections of contracted construction or alteration of judicial branch buildings and facilities; supervises assigned staff; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory level class in the Construction Inspector series. Incumbents are responsible for supervising assigned staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, and motivation of contracted resources and employees. Incumbents at this level may conduct final inspection upon project completion. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment or organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Performs and supervises inspections of building and facility projects, ascertaining that the quality of workmanship and materials used in all aspects of the project, such as foundations, building, electrical, plumbing, and mechanical systems conform to the contract documents, building codes, and state and federal legal requirements.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development.
- Coordinates inspector assignments with work flow and variances such as vacations, sick leave, and over time and maintains controls on use of staff time through review of time records, work reports, and mileage claims.
- Maintains liaison with project managers regarding changes in construction schedules, conflicting work priorities, and quality and quantity of inspection services in order to resolve differences and maximize effectiveness of the work of inspection staff.
- Provides training for inspection personnel in the application of building codes and standards to construction methods, procedures, and standards as they relate to plans, specifications, and work in progress.
- Supervises and coordinates preparation of inspection cost estimates and maintenance records, reviews construction records and reports to monitor quality and quantity of the work of inspection staff and initiates corrective action as necessary.
- Enforces inspection procedures and outlines construction methods as required.

- Meetings with contractors, court staff, and representatives of other agencies to analyze problems and recommend solutions to immediate and longer range construction issues.
- Reads and studies project specifications, plans, and drawings to become familiar with projects prior to inspection.
- Ensures that structural and architectural changes, including changes to the mechanical, electrical, and plumbing systems have been approved by the appropriate authority.
- Arranges, coordinates, and oversees special inspections such as structural masonry, structural steel, welding, and reinforced concrete, technical inspections such as electrical, mechanical, landscaping, soil testing, concrete and asphalt mixes, and reinforcing steel, checking test results for conformance to specification requirements.
- Issues inspection notices and notices of non-compliance to contractors on incorrect construction methods or materials found during inspection, conferring with contractor on plans and specifications, and issuing correction notices after contractor fails to make acceptable corrections.
- Prepares inspection reports by recording all significant construction related activities and events such as work completed, work crew on site, weather conditions, change orders, accidents, etc., providing a complete chronological and factual history of inspection on an assigned construction project.
- Reviews submitted shop drawings for any deviations from contract documents, notifying the project manager of any discrepancies found.
- Arranges and conducts job site conferences with technical consultants, engineers, architects, and subcontractors to review project requirements and clarify or resolve any questions or problems prior to commencing work.
- Advises commissioned architects, engineers, and contractors regarding the Office of Court Construction and Management requirements and policies.
- Inspects projects for the adequacy of construction progress.
- Obtains decisions relative to the interpretation of contract documents, plans, and specifications.
- Directs the review of contractors' progress schedules, segregation of contract costs, and requests for payment.
- Makes inspection reports on the quality of materials and workmanship entering into construction.
- Recommends and drafts construction inspection policies and procedures.
- Assists in negotiations with contractors on construction matters and may serve as a representative in the settlement of disputes.
- Assists in the preparation of briefs on arbitration disputes.
- May approve or reject construction materials based on conformance with specifications.
- Drives a motor vehicle to various inspection sites on a routine basis to perform the above duties.

WORKING CONDITIONS

- Work occasional evening and weekend hours.

- Required to travel statewide frequently as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles of program budgeting, cost analysis, and fiscal management.
- Principles and techniques of project management.
- Principles and practices of engineering as they pertain to the construction of all types of buildings.
- Stress analysis, strength, properties, and uses of various materials in the construction and finishing of wood, steel frame, masonry, and reinforced concrete buildings.
- Building codes, ordinances, and regulations of State and local jurisdictions.
- Pertinent Safety Orders of the State Division of Occupational Safety and Health Labor codes and public contract codes relative to construction.
- State, County, and local construction ordinances, regulations, and building, labor, and safety codes.
- Inspection methods and their practical application.
- Methods of mixing, placing, and curing plain and reinforced concrete.
- Methods of testing concrete and other construction materials.
- Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings.
- Work methods used by various building trades.
- Various codes and safety orders applicable to building construction.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Supervise and coordinate a complex inspection program.
- Recognize, analyze, and deal effectively with problems and issues.
- Read and interpret building plans and specifications.
- Detect errors and discrepancies in plans and specifications.
- Calculate material quantities.
- Keep accurate records.
- Prepare clear and concise reports.
- Articulate, both orally and in writing, construction inspection requirements to all level of personnel.

- Work effectively with contractors, engineers, commissioned architects, court personnel, and the public.
- Organize own work, set priorities, and meet critical deadlines.
- Communicate effectively in English, orally and in writing.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

A valid California Class C Driver License is required to perform the job-essential functions of the position.

Must possess **at least one** of the following:

Valid certification from the International Code Council (ICC) in Commercial Building Inspection.

Valid Class 'A' Hospital Inspector certification from the Office of Statewide Health Planning and Development

Valid certification as a Class 1, Class 2, or Class 3 General Inspector by the Division of the State Architect

Possession of a certificate in general building construction, inspection, or code enforcement from the American Construction Inspector's Association or other similar association or regulatory governmental organization.

Current registration as an architect or engineer (civil, structural, mechanical, or electrical).

Education and Experience:

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in engineering or architecture is required as well as four years of experience as a licensed California general contractor, building construction project lead/working supervisor or field superintendent, architectural/engineering project field coordinator or inspector of facility construction for compliance with building codes, plans, and specifications; qualifying experience must include one year of supervisory experience.

Additional experience in technical inspection may be substituted for the required education on a year-for-year basis.

Possession of a directly related postgraduate degree may substitute for one year of the required experience (but not for the year of supervisory experience).