



CONSTRUCTION INSPECTOR

3265

GENERAL DESCRIPTION OF CLASS

The CONSTRUCTION INSPECTOR inspects work in progress on State building construction projects, to ensure contractors' compliance with plans and specifications, and inspects existing facilities to determine maintenance and structural repair requirements. Employees in this class may review specifications for construction projects prior to competitive bidding, to identify potential concerns.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Construction Inspection

Review building plans and specifications prior to inspection to gain full understanding of the project; inspect work in progress at construction site to determine contractors' compliance with plans and specifications; inspect forms, reinforcement bar, and embedded items prior to pouring concrete foundation, walls and floors; inspect under-floor service equipment (plumbing, ducting, insulation, electrical) before it is covered; inspect framing upon completion; inspect insulation and vapor barrier after it is installed and before it is covered; inspect sheetrock after it is hung and before it is taped; work with contractor and architect to resolve problems that arise during construction, by explaining design and code requirements and recommending solutions to problems encountered; visually check materials being used by contractors, to ensure that they are at least the same quality and quantity as specified in the contract; do a final inspection when work is completed to ensure that all contractual obligations have been met satisfactorily.

2. Inspection of Existing Facilities

Inspect existing structures to determine maintenance and structural repair requirements; prepare reports giving an indication of the urgency of repair required and recommendation of alternative methods for achieving desired results.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily contact with architects and contractors to review and clarify project requirements; they have frequent contact with State and local government officials to obtain information about building codes and regulations; they also have frequent contact with agency management to report on project status and maintenance schedules.

SUPERVISION RECEIVED

Employees in this class work under direct supervision of an architect, engineer, or administrative superior who frequently reviews project status to ensure satisfactory and timely completion. Guidelines used in performing work in this class include State and local building codes and regulations, as well as State and agency rules governing contract administration.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Methods, practices and materials used in building construction.
Building construction codes and regulations.
Construction trades and their interrelationship.
Construction site material test procedures and standards.

General knowledge of:

General knowledge of shop drawings and their importance.
General knowledge of contractor, owner, and consultant responsibilities.
Construction bid documents and processes of analysis.

Skill to:

Read and interpret blueprints and building specifications.
Identify areas of divergency from plans and specifications, by physically inspecting construction sites.
Write concise, comprehensive reports and memoranda.
Maintain written construction activity journals.
Identify potential construction problems and delays.
Establish and maintain cooperative relationships between contractors, architects, and agency personnel.
Work cooperatively with institutional representatives.
Review construction documents prior to bid for completeness.
Ability to reconcile contractor pay requests with work done.
Coordinate multiple tasks and information at same time.
Communicate effectively both orally and in writing.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised 10/2005 (was 5310)

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division