



DATE ISSUED: 07/09

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Construction Inspector

JOB SUMMARY

Assists with the implementation and oversight of planned design and construction activities. Provides management oversight and onsite inspection of deferred maintenance and capital renewal projects. Duties require the ability to perform inspections of all phases of construction including assessments of work in place, quantity and quality of materials, project schedule, job site field conditions, etc. Ability to work from technical drawings and specifications of construction projects, physical inspections of materials, installation methodology, testing, and conformity to existing construction specifications, and assure adherence to engineering, recognized University and industrial standards applicable codes. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Design and Construction Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Prepares daily written inspection reports of all field conditions.
Confers with design architects and contractor field representatives.
Coordinates field problems with the Director of Design and Construction and the design architect and/or construction contractor on the job site to assure that owner requirements are met.
Inspects and verifies the quality and quantity of materials, quality of workmanship and construction methods utilized for compliance with and adherence to contract documents.
Draws on considerable expertise and uses initiative in making suggestions to improve construction project processes.

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Coordinates utility shutdowns or interruptions for construction project with the University and/or other involved parties as required.

Oversees the accomplishment and implementation of major construction initiatives as assigned. Assists with the preparation of complex statements of work; plans and specifications, and solicitation documents and review of the same.

Serves as the contract administrator/project inspector on major construction projects accomplished by construction contract.

Assists in the development of policies, procedures, and standards to assure conformance with design criteria and compatibility with existing features as required.

Verifies adherence to code requirements in various trades and serves as the technical lead in constructability reviews, mechanical, electrical, civic and/or structural installation concepts for high-rise buildings and the ability to read and interpret blueprints

Assists in coordinating activities of outside consultants relating to material testing or other construction methodologies.

Manages activities through advice, instructions, and inspections serving as the owners' onsite representative.

Reviews and advises of need for contingency reduction and/or change orders or other construction instruments to assure owner successful completion of task.

ADDITIONAL DUTIES

Conducts constructability reviews of all documents.

Inspects quality and quantity of materials, quality of workmanship and construction methods as required by the Director of Design and Construction Services.

Observes that contractor establish and maintain a safe environment; attends contractor safety meetings.

Assures the accuracy of all reporting data.

Performs additional duties and responsibilities as requested.

EDUCATION

Bachelor's degree in architecture, engineering or construction management preferred.

EXPERIENCE

Six or more years of progressively responsible professional experience in planning, contract administration and technical supervision, and construction and project management.

Licenses/Certifications/Registration: Professional Registration preferred.

REQUIREMENT

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Experience with permitting, code compliance and local, state, and federal regulatory requirements.

Technical writing and reading skills sufficient enough to author reports, and review documents relating to various aspects of construction.

Working knowledge of complex and detailed technical contract language.

Excellent interpersonal communicative and strong organizational skills.

Good computer software skills including MS Word and Excel.

Advanced knowledge of construction concepts and practices.

Knowledge of production-level computer aided drafting (CAD) and Building Information Modeling (BIM) are preferred.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; squat; use hands to finger, handle, or feel objects, reach with hands and arms; climb stairs, ladders, etc; talk and hear. May be required to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move up to 50 pounds.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. The employee may be required to travel to remote work sites. Hands, body, and mind dexterity required. Daily exposure to PCs and networks. May move heavy equipment and boxes. May require long hours and weekends. Work may also be outdoors in all types of weather conditions.

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SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.