



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Construction Observer

JOB SUMMARY

Performs inspection of all phases of construction in regard to quantity and quality of materials and work. Working from technical drawings and specifications of construction projects, inspections are made with regard to quality, quantity of materials, installation methods used, and conformity to specifications and recognized industry standards. 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: Assistant Director, Construction Services/University Architect

Supervises: No supervisory responsibilities

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

Prepares daily written inspection reports.
Confers with design architects or field representatives.
Coordinates field problems with the Physical Plant and the Architect.
Inspects quality and quantity of materials, quality of workmanship and construction methods.
Uses initiative in making suggestions to improve construction projects.
Coordinates utility shutdowns or interruptions.
Coordinates in-house telephone installation or renovation and lock installation.

ADDITIONAL DUTIES

Evaluates contractor pay requests and recommendations for approval, modification, or disapproval.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Six years journeyman level experience in construction-related trades. Additional job-related education may be substituted on a year-for-year basis for required experience.

REQUIREMENTS

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

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

Knowledge of and ability to understand technical drawings and specifications.

Skill in relating information from drawings.

Acceptable workmanship in construction; of mechanical equipment used in building construction, its assembly and installation; and of plans and specifications relating to an entire project.

Skill in accurately estimating and reporting construction progress.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

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; clean; crawl; kneel; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; sit; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders and scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. May be required to travel. The noise level is usually moderate to loud. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

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.