

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Job Title Project Coordinator/Inspector

Supervisor's Title Director, School Facilities

Date Prepared 2/95 **Date Reviewed** 3/99 **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____

Job Summary

Responsible for inspection of large monetary projects and change orders for construction, alteration, remodeling, and repair projects in Granite School District as assigned by the Director of School Facilities. Inspections will be for compliance with governing building codes. Plans and designs capital outlay and maintenance projects with the Director of School Facilities, Maintenance Supervisor, Maintenance Foremen, school administrators, design professionals, and contractors to ensure competent and timely completion of assigned capital outlay projects. Inspector will be required to submit weekly written reports documenting the progress of individual projects to the Director of School Facilities, and notify director, project architect or engineer, and project contractor of any deviation from approved construction documents or building code requirements. Upon notification from the contractor that deficient work has been corrected, Inspector will re-inspect any work originally found not to be in compliance with the contract documents and code requirements.

Essential Functions

Inspects the construction alteration, remodeling or repair of any building or structure, or the components of any building or structure for compliance with standards provided in the specific edition of the International Building Code adopted under the rules of the State of Utah Uniform Building Standards Act or amendments to the International Building Code as included in the Utah Uniform Building Standards Act. Provides own transportation to inspection sites.

Provides notification to the Director of School Facilities, project architect or engineer and building contractor or maintenance shop technician where non-compliance is discovered. Takes appropriate action where non-compliance is discovered as provided in the International Building Code and as directed by the Director of School Facilities. Submits weekly written reports to the Director of School Facilities on the progress and compliance to contract documents and governing building codes for each project assigned.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must display effective oral and written communication skills along with ability to organize time and work. Must have thorough knowledge of building construction and technology of building system. Must have thorough knowledge of construction procedures, and techniques, current edition of the International Building Code, International Mechanical Code, International Plumbing Code and the National Electrical Code.

Must understand the requirements of the Americans with Disabilities Act Guidelines and

the National Fire Code. Inspector should be familiar with construction standards and be able to read and understand construction documents prepared by architects and engineers. Must be skilled in the use of computer software appropriate to processing job related reports, analyses and other paper work.

Minimum Entrance Requirements for Training

High School Diploma or equivalent. Must be a journeyman in a major trade (plumbing, electrical, carpentry, or HVAC). Must have current Utah State certification and license as a Building Inspector. Must have a valid Utah Driver's license.

Minimum Entrance Requirements for Prior Experience

Requires two years work experience as a practicing journeyman with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the quality and type of work experience, some exchanges can be made between formal training and work experience.

Decision Making Authority

As assigned by the Director of School Facilities, responsible for proper building construction, remodelling, and repair, through observation and follow through using a well-planned and timed inspection schedule, prompt reporting of problems, and early and frequent monitoring of compliance with inspection recommendations. Must inspect and monitor a large number of projects at a given time while promoting on-time completion schedules. Must see that corrections are made with minimal delay. Incumbent has the authority to make decisions on the compliance or non-compliance to code for work performed in district buildings by independent contractors and maintenance personnel.

Interaction with Others (Non-supervisory)

Works in a non-authority role with other people, calling for cooperative activities based upon ability to communicate effectively and to make careful, thorough observations. Maintains constructive relationships with contractors, maintenance personnel, local, state and federal government representatives, architects and engineers.

Supervision

N/A

Working Environment

Much of the inspection work is performed outdoors in all seasons of the year. Construction in progress may expose inspector to potential physical hazards. Must travel to inspection sites in own car in all types of seasonal weather.

Physical Demand Characteristics

May be required to lift or move up to 50 pounds.