Senior Construction Inspector

Job Code 00007199

General Description
Responsible for providing daily inspection of the work of trade contractors to ensure compliance with appropriate codes, laws and standards of construction.

Examples of Duties
Inspect work daily.
Require contractor to correct or replace unsatisfactory materials and workmanship.
Report deficiencies observed to the superintendent and architect.
Inspect all materials delivered to the project for compliance with specifications and shop drawings.
Inspect work for completeness prior to project manager certification.
Maintain necessary job records.
Oversee the work of testing lab personnel.
Review testing lab reports and notify architect and contractor of discrepancies.
Provide interpretation of contract requirements.
Advise the contractor and subcontractors to maintain and coordinate as-built drawings.
Establish punch list items with architect and engineer and contractor for completion.
Review contract documents prior to bidding and furnish comments to appropriate personnel.
Maintain personal construction log recording significant information and events.
Develop and review CADD drawings.
Review project close-out documents.
Establish commencement dates of guarantee periods and recommended dates for owner’s preliminary acceptance and/or partial occupancy.
Coordinate pre-bid walk-through and site visitation.
Initiate and attend pre-installation meetings as required.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Construction standards, codes, laws and regulations; Texas State University System Uniform General Conditions and Supplementary General Conditions for building construction contracts; university standards and standard construction materials; computer hardware/software; ASTM standard testing procedures; asbestos abatement procedures and governing regulations; university permitting process; photographic principles and video equipment; materials, methods, equipment and tools used for construction processes.
Skill in: Preparing reports, letters and memos; establishing rapport with others.
Ability to: Read and understand contract documents, technical manuals, electronic devices/gauges and testing data; perform intermediate math; explain university concern, issues and position regarding construction matters; explain technical material.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012