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| CHIEF BUILDING/CONSTRUCTION INSPECTOR        | 1630 |
| DEPUTY CHIEF BUILDING/CONSTRUCTION INSPECTOR | 1640 |

## DEFINITION

Plans, organizes, and directs the activities of the Inspection Department of the Maintenance and Operations Branch of the Facilities Services Division and acts as agent of the school district directing and managing the inspectors and inspection program. A Deputy Chief Building/Construction Inspector assists the Chief Building/Construction Inspector with the stated activities.

## TYPICAL DUTIES

- Manages the District's requirement to provide inspection in accordance with the California Building Standards Administrative Code.
- Develops and implements department policies, procedures, and programs.
- Advises architects, engineers, contractors, and other project management staff regarding District and State construction inspection requirements, policies, and procedures.
- Directs the professional development, selection, project assignment, and evaluation of inspection personnel.
- Ensures that information on decisions, interpretations, and policy changes affecting District-wide construction programs is received and applied consistently to all projects.
- Ensures that the building standards applicable to California public schools are achieved on District construction projects.
- Ensures that the construction scope is completed in accordance with Division of the State Architect approved contract documents.
- Confers with District administrators, directors, and other personnel on matters relating to the capital improvement construction program.
- Confers with the Division of the State Architect and municipal entities on matters relating to the California Building Code.
- Assists the Office of General Counsel on construction-related arbitration and litigation disputes.
- Facilitates the information gathering process for personnel requesting inspection documents for public record and labor compliance.
- Serves as the District signatory representative for the documentation of project inspectors' qualification records.
- Develops and recommends approval of department budgets.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Building/Construction Inspector directs the inspection for school construction projects; advises on District requirements and policies with regard to California Public School construction and inspection; and acts as agent of the school district directing and managing the inspectors and inspection program.

A Deputy Chief Building/Construction Inspector assists in the overall administration and daily planning of Inspection department activities, and acts for the Chief Building/Construction Inspector in case of absence.

A Supervising Building/Construction Inspector supervises and coordinates the work of Building/Construction Inspectors and specialized inspectors on school construction projects, approves final inspections, and verifies compliance with State and local requirements.

## SUPERVISION

### Chief Building/Construction Inspector

General direction is received from higher-level management. General direction is exercised over Deputy Chief Building/Construction Inspectors and other personnel.

### Deputy Chief Building/Construction Inspector

General direction is received from the Chief Building/Construction Inspector. General supervision is exercised over Supervising Building/Construction Inspectors and other personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- California Education Code, and California Administrative and Building Code requirements and applications
- Construction safety standards, policies, and federal, State, and local regulations
- Principles and practices of engineering as they pertain to the construction of all types of buildings
- Inspection methods and their application to school construction
- Methods of estimating building material and labor costs
- Regional construction industry principles and practices
- State, County, and local construction ordinances, regulations, and building and labor safety and public contracts codes
- Legal decisions related to construction
- Stress analysis, strength, properties, and uses of various materials in the construction and finishing of wood, steel frame, masonry, and reinforced concrete buildings
- Rate Stabilization Agreements
- Equal Employment Opportunity requirements for hiring construction personnel

### Ability to:

- Use Microsoft Office
- Communicate effectively, both orally and in writing
- Direct and coordinate a complex inspection program
- Read and interpret construction drawings, specifications, and contracts
- Detect faulty and improper materials and poor work quality
- Detect errors and discrepancies in plans and specifications
- Work effectively with architects, engineers, contractors, and District personnel
- Effectively supervise, train, and evaluate employees
- Develop staff performance levels

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in a field related to construction, engineering, architecture, or business.

or

### Chief Building/Construction Inspector

Qualifying experience, in addition to that listed below, may be substituted for up to two years of the required education on a year-for-year basis. College or university courses related to construction; structural, civil, electrical, or mechanical engineering; architecture; business; or construction law; or formal construction trade apprenticeship course work are preferable.

### Deputy Chief Building/Construction Inspector

Qualifying experience, in addition to that listed below, may be substituted for up to three years of the required education on a year-for-year basis. College or university courses related to construction; structural, civil, electrical, or mechanical engineering; architecture; business; or construction law; or formal construction trade apprenticeship course work are preferable.

### Experience:

### Chief Building/Construction Inspector

Five years in one or a combination of the following types of experience:

California public school construction inspection experience, including three years in an inspection supervisory capacity,

or

Civil, electrical, mechanical, or structural engineering or architectural experience, including at least two years involving responsibility for field inspections related to California public school construction including three years in an inspection supervisory capacity.

### Deputy Chief Building/Construction Inspector

Four years in one or a combination of the following types of experience:

California public school construction inspection experience, including two years in an inspection supervisory capacity,

or

Civil, electrical, mechanical, or structural engineering or architectural experience, including at least two years involving responsibility for field inspections related to California public school construction including two years in an inspection supervisory capacity.

Special:

A valid California Driver License.

Use of an automobile.

Must possess and maintain certification as a Class 1 or Class 2 Project Inspector by the Division of the State Architect (D.S.A.).

Additional certification(s) as a specialty inspector by the D.S.A. as identified by Title 24, Part I, California Code of Regulations (C.C.R.) is preferable.

SPECIAL NOTES

An employee in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
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LKD