CONSTRUCTION INSPECTOR

DEFINITION
Under general supervision, inspects the construction and installation of sound proofing materials for the Aircraft Noise Mitigation Program.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Inspects construction and installation at various stages to include methods and materials used sound proofing for the Aircraft Noise Mitigation Program and recommends specification changes;
- Verifies contractor compliance with state, federal, and local construction procedures, guidelines, codes and standards;
- Acts as liaison between homeowner and contractor;
- Oversees contractors and staff for compliance with project specifications.
- Records observations from construction sites;
- Documents concerns or problems occurring while on construction site;
- Tracks job quality, efficiency and completeness;
- Exchanges project information with contractors and upper management;
- Creates progress reports and drafting construction work plans.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of guidelines for the construction and installation of soundproofing residential and commercial properties, program guidelines, policies, and procedures, construction codes and standards and of occupational hazards and safety guidelines
- Skilled in observing and inspecting construction sites, providing information in a clear and concise manner; detailing project status to involved parties, and establishing a professional relationships;
- Ability to work independently and document information accurately, to perform essential job functions with minimum supervision, and to follow, convey and enforce city policies, procedures, and regulations.
- Proficient in the use of computers, electronic devices and software to perform job functions.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an outdoor environment. Work may require frequent standing, walking, climbing and bending. Incumbents may be exposed to extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS
A high school diploma or equivalent, AND three (3) year’s work experience in construction or building inspection OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.