SENIOR CONSTRUCTION INSPECTOR

DEFINITION
Under general supervision, inspects the construction and installation of sound proofing materials while providing leadership and supervision to the Construction Inspectors.

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
Perform all required inspection and oversight of assigned construction projects. Ensure contractors are using specified products and the best standard construction practices and techniques. Critique and document the performance of personnel, materials and methods; Interface with homeowners and contractors before, during and after construction to address questions and concerns; Resolve conflicts, misunderstandings or disagreements; Interface with manufacturers and suppliers; Provide direction and support for inspection staff. Work with inspectors to ensure contract compliance, quality control, good record keeping, and good coordination of work.

Assist with the preparation of schedules, meeting agendas, meeting minutes, logs, reports, etc.: Ensure safety measures are in place and enforced during all phases or work. Provide guidance and support to homeowners, contractors and inspectors with respect to safety. Ensure safety laws and regulations are being followed; Assist with the selection of inspection tools, materials, and equipment.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS
Knowledgeable of Program guidelines for the construction and installation of soundproofing
Knowledgeable of program guidelines, policies and procedures
Knowledgeable of construction codes and standards
Knowledgeable of quality customer service and management techniques
Knowledgeable of occupational hazards and safety guidelines
Skilled in observing and inspecting construction sites
Skilled in following and providing oral and written instructions
Skilled in establishing and maintaining productive working relationships
Ability to operate a personal computer to maintain records and other documentation to include file management techniques
Ability to effectively communicate verbally and in writing

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

QUALIFICATIONS
A high school diploma or equivalent, AND five (5) years 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.