

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION – 1015.04-AR**

JOB DESCRIPTION: CONSTRUCTION FIELD INSPECTOR

QUALIFICATIONS:

1. High School graduate or G.E.D. minimum; Bachelor's degree or higher in field related to assignment desired.
2. Five (5) years of successful construction experience in field related to assignment.
3. Capability to read and understand contract documents, i.e., drawings, specifications, contracts.
4. Basic understanding of construction law and project administration processes (construction management).
5. Background knowledge and interpretation of applicable building codes and Department of Education regulations.
6. Valid driver's license.
7. Demonstrated ability to prepare easily understood verbal or written correspondence.
8. Drafting experience desired.

REPORTS TO: Director of Facility Management

JOB GOAL: To perform on-site field inspection of contract work under construction. The areas of assignment are general contracting, architectural and site work, mechanical and electrical engineering.

PERFORMANCE RESPONSIBILITIES:

1. Inspects construction work for compliance with applicable building codes, contract drawings, and specifications.
2. Submits written reports on projects inspected stating progress, work status, and contractors' compliance to contract documents.
3. Advises contractors and consultants of unsatisfactory job situations and/or conditions; consults and advises corresponding inspectors of consulting architects/engineers and contractors regarding specific field problems.
4. Coordinates inspection findings with corresponding inspectors of consulting architects/engineers of record.
5. Advises supervisor on validity of contractor pay requests.
6. Reviews validity of change order requests for work and payment amount(s) submitted by contractors.
7. Maintains complete and comprehensive job files on each field project assigned.
8. Performs other duties as assigned by the Director of Facility Management.

PHYSICAL DEMANDS:

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls and fine motor manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, along with the ability to lift, carry, push, or pull heavy weights. The work requires activities involving unprotected heights, being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

TERMS OF EMPLOYMENT: Twelve-month employment, salary – merit rate determined by Superintendent's recommendation.

Adopted: August 23, 2004

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: CONSTRUCTION INSPECTOR

BASIC FUNCTION:

Perform on-site field inspection of contract work under special school programs including inspections involving general contracting, mechanical engineering and architectural engineering.

REPRESENTATIVE DUTIES:

- Inspect construction work for compliance with applicable building codes, drawings and specifications.
- Submit written reports on projects inspected stating progress, work status and contractors' compliance to contract documents.
- Advise contractors of unsatisfactory job situations and conditions.
- Coordinate inspection findings with corresponding inspectors of consulting architects and engineers of record.
- Advise superiors on validity of contractor pay requests.
- Review validity of change order requests for work and payment amounts submitted by contractors.
- Consult and advise corresponding inspectors of consulting architects and engineers and contractors regarding specific field problems.
- Maintain complete and comprehensive job files on each field project assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Construction law and project administration processes.
- Applicable building codes and KDE regulations.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Technical aspects of field of specialty.
- Applicable ordinances, fire regulations and safety precautions.

ABILITY TO:

- Read and understand contract documents, drawings and specifications.
- Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.

Construction Inspector - Continued

ABILITY TO - continued:

- Meet schedules and time lines.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and five years of successful construction experience in field related to assignment.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

05/15/2009 13:35 |Warren County Board of Education
vmcelroy |SALARY TABLE

|PG 1
|pmgrstep

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR
07/01/2008	CLAS CLASSIFIED	4111	CONSTRUCTION IN H	HOURLY	S	SEMI-MONTH	03	24.0000	8.00	80.00	.00	1760.00 220.00
Change was made by 1.0000¢												
No Dollar amount used.												

STEP/LEVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	23.0500	184.4000	1,690.33	40,568.00
01	23.7000	189.6000	1,738.00	41,712.00
02	24.3600	194.8800	1,786.40	42,873.60
03	25.0100	200.0800	1,834.07	44,017.60
04	25.6700	205.3600	1,882.47	45,179.20
05	26.3300	210.6400	1,930.87	46,340.80
06	26.9900	215.9200	1,979.27	47,502.40
07	29.3000	234.4000	2,148.67	51,568.00
08	29.5400	236.3200	2,166.27	51,990.40
09	29.8100	238.4800	2,186.07	52,465.60
10	29.9900	239.9200	2,199.27	52,782.40
11	30.3000	242.4000	2,222.00	53,328.00
12	30.5400	244.3200	2,239.60	53,750.40
13	30.7600	246.0800	2,255.73	54,137.60
14	31.0100	248.0800	2,274.07	54,577.60
15	31.2600	250.0800	2,292.40	55,017.60
16	31.5000	252.0000	2,310.00	55,440.00
17	31.7300	253.8400	2,326.87	55,844.80
18	31.9800	255.8400	2,345.20	56,284.80
19	32.2300	257.8400	2,363.53	56,724.80
20	32.4700	259.7600	2,381.13	57,147.20
21	32.4700	259.7600	2,381.13	57,147.20
22	32.4700	259.7600	2,381.13	57,147.20
23	32.4700	259.7600	2,381.13	57,147.20
24	32.4700	259.7600	2,381.13	57,147.20
25	32.4700	259.7600	2,381.13	57,147.20
26	32.4700	259.7600	2,381.13	57,147.20
27	32.4700	259.7600	2,381.13	57,147.20
28	32.4700	259.7600	2,381.13	57,147.20
29	32.4700	259.7600	2,381.13	57,147.20
30	32.4700	259.7600	2,381.13	57,147.20
31	32.4700	259.7600	2,381.13	57,147.20
32	32.4700	259.7600	2,381.13	57,147.20
33	32.4700	259.7600	2,381.13	57,147.20
34	32.4700	259.7600	2,381.13	57,147.20
35	32.4700	259.7600	2,381.13	57,147.20

** END OF REPORT - Generated by Willie McElroy **