

**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.

**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.