

DEPUTY DIRECTOR, CONSTRUCTION INSPECTION

DEFINITION

Plans, coordinates, and supervises the work of all District and contracted construction inspectors and participates in the continuous inspection of all phases of assigned construction, alterations, and improvement projects to insure compliance with plans, specifications, and contract documents in accordance with applicable codes and District rules, regulations, and procedures.

EXAMPLES OF DUTIES

- Plans, supervises, and schedules the work of all District and contracted construction inspectors and obtains State approval of the assignments.
- Coordinates and participates in the continuous inspection of all phases of assigned construction including concrete, electrical, masonry, plumbing, and structural steel welding to insure that construction complies with plans, specifications, contract documents, and all applicable state and local building codes, ordinances, and regulations.
- Resolves the most difficult problems of inspection including interpretation and modification of specifications and plans for contractors, subcontractors, engineers, and others.
- Monitors the construction progress and inspection activities of all District and contracted construction inspectors including preparation and submittal of reports and compliance with inspection requirements.
- Recommends and drafts construction inspection policies and procedures.
- Confers with District administrators and other District staff on matters relating to the building construction program.
- Prepares and submits District progress and inspection reports for assigned projects.
- Monitors the progress of change orders and completes affidavits required by state and local authorities and the District for assigned projects.
- Monitors compliance with the inspection requirements of Title 24 of the State Building Code and Title 21 of the California Code of Regulations for assigned projects.
- Conducts final inspection of completed construction jobs with architects, engineers, construction inspectors, and others.
- Advises architects, engineers, and contractors regarding construction requirements and policies.
- Orients, trains, and evaluates inspection staff.
- Provides assistance to the Executive Director of Facilities Planning and Development in the management of deferred maintenance, construction, and inspection projects.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Deputy Director, Construction Inspection**, plans, coordinates, and supervises the work of all District and contracted construction inspectors and participates in the continuous inspection of all phases of assigned construction projects including materials, methods, and workmanship; checks for compliance with plans, specifications, and regulations. Construction related work assignments of an incumbent in this classification typically require an inspector certification issued by the Division of the State Architect.

A **Senior Construction Inspector** serves as the resident inspector for the District at construction sites; performs continuous inspection of all phases of assigned construction projects including materials, methods, and workmanship; and checks for compliance with plans, specifications, and regulations. Work assignments of incumbents in this classification typically require a Class 1 inspector certification issued by the Division of the State Architect.

A **Director of Facilities Planning and Development** assists the Executive Director of Facilities Planning and Development in the overall administration of the business affairs of the department and assumes responsibility for the Executive Director of Facilities Planning and Development in the event of his/her absence or in the exercise of delegated responsibilities and authorities.

An **Executive Director of Facilities Planning and Development** is the executive head of the Facilities Planning and Development Department as well as provides oversight for projects funded by bond measures.

## SUPERVISION

General supervision is received from the Executive Director of Facilities Planning and Development. Functional supervision may be received from the Director of Facilities Planning and Development. General supervision is exercised over construction inspectors.

## CLASS QUALIFICATIONS

### Knowledge of:

- Methods of construction for wood frame, masonry, structural steel, timber, concrete, and reinforced concrete buildings and foundations
- Practical applications of inspection methods and techniques
- Applicable ordinances, codes, and regulations required by state, local, and county ordinances
- Principles of construction technology
- Local construction policies and practices in the construction industry
- Building trades terminology
- Principles of organization and management of records
- Principles of planning, organization, and staffing
- Principles of supervision and training
- Capabilities of computer applications, systems, and hardware used in the construction field

Ability to:

- Plan, schedule, and oversee construction projects at multiple locations
- Read, understand, and interpret building plans and specifications
- Detect deviations from plans and specifications by inspection
- Detect inferior materials and poor workmanship
- Provide leadership and technical assistance to others
- Recognize the critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Prepare clear, concise, and comprehensive communications, reports, and presentations
- Keep complete and accurate records
- Effectively supervise, train, and evaluate assigned staff
- Establish and maintain effective working relationships with contractors, engineers, commissioned architects, consultants, District staff, and the public
- Effectively utilize computer systems and software in the performance of duties
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a major in architecture, construction management, engineering, or a related field.

Special:

Pursuant to Section 17311 of the California Education Code, must possess the Division of the State Architect certification as Class 1 inspector of record and must meet requirements for recertification every 36 months.

Experience with construction of educational facilities as well as in a supervisor or lead capacity is desirable.

A valid Class "C" California driver's license.  
Access to an automobile.