JOB DESCRIPTION

TITLE
Construction Inspector

JOB SUMMARY
Assists with the implementation and oversight of planned design and construction activities. Provides management oversight and onsite inspection of deferred maintenance and capital renewal projects. Duties require the ability to perform inspections of all phases of construction including assessments of work in place, quantity and quality of materials, project schedule, job site field conditions, etc. Ability to work from technical drawings and specifications of construction projects, physical inspections of materials, installation methodology, testing, and conformity to existing construction specifications, and assure adherence to engineering, recognized University and industrial standards applicable codes. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Project Manager, Physical Plant
Supervises: No supervisory duties

ESSENTIAL DUTIES - May include, but not limited to the following:

- Prepares daily written inspection reports of all field conditions.
- Confers with design architects and contractor field representatives.
- Coordinates field problems with the Project Manager and the design architect and/or construction contractor on the job site to assure that owner requirements are met.
- Inspects and verifies the quality and quantity of materials, quality of workmanship and construction methods utilized for compliance with and adherence to contract documents.
- Draws on considerable expertise and uses initiative in making suggestions to improve construction project processes.
- Coordinates utility shutdowns or interruptions for construction project with the University and/or other involved parties as required.
• Oversees the accomplishment and implementation of major construction initiatives as assigned.
• Assists with the preparation of complex statements of work; plans and specifications, and solicitation documents and review of the same.
• Serves as the contract administrator/project inspector on major construction projects accomplished by construction contract.
• Assists in the development of policies, procedures, and standards to assure conformance with design criteria and compatibility with existing features as required.
• Verifies adherence to code requirements in various trades and serves as the technical lead in constructability reviews, mechanical, electrical, civic and/or structural installation concepts for high-rise buildings and the ability to read and interpret blueprints.
• Assists in coordinating activities of outside consultants relating to material testing or other construction methodologies.
• Manages activities through advice, instructions, and inspections serving as the owners’ onsite representative.
• Reviews and advises of need for contingency reduction and/or change orders or other construction instruments to assure owner successful completion of task.

ADDITIONAL DUTIES

• Conducts constructability reviews of all documents.
• Inspects quality and quantity of materials, quality of workmanship and construction methods as required by University standards.
• Observes that contractor establish and maintain a safe environment; attends contractor safety meetings.
• Assures the accuracy of all reporting data.
• Performs other duties as requested.

EDUCATION

Bachelor’s degree in architecture, engineering or construction management preferred.

EXPERIENCE

Six or more years of progressively responsible professional experience in planning, contract administration and technical supervision, and construction and project management. Licenses/Certifications/Registration: Professional Registration preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.
Valid Texas driver’s license and a safe driving record such as required by the university for Driver’s Authorization.

**KNOWLEDGE, SKILLS, AND ABILITIES** - The following are essential:

- Experience with permitting, code compliance and local, state, and federal regulatory requirements.
- Technical writing and reading skills sufficient enough to author reports, and review documents relating to various aspects of construction.
- Working knowledge of complex and detailed technical contract language.
- Excellent interpersonal communicative and strong organizational skills.
- Good computer software skills including MS Word and Excel.
- Advanced knowledge of construction concepts and practices.
- Knowledge of production-level computer aided drafting (CAD) and Building Information Modeling (BIM) are preferred.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee will be required to work weekends and on-call. Ability to ascend and descend ladders and stairs. The employee must have the ability to occasionally lift and / or move up to 50 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Employees work outdoors and may not be protected from weather conditions. There is sufficient noise to cause you to shout in order to be heard above the noise level. Hazards include a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________  Date: _______________

Employee Printed Name: __________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.