

## EAST BAY REGIONAL PARK DISTRICT

### **SENIOR CONSTRUCTION INSPECTOR**

#### **GENERAL FUNCTION**

Under direction of the construction manager, to work and supervise others in connection with the making of detailed technical inspections of buildings and site work under construction or alteration.

#### **ESSENTIAL FUNCTIONS**

Administers Capital Construction projects; plans and schedules projects; makes detailed continuous inspections of buildings, projects and related facilities in process of construction or alterations; makes reports on the quality of materials and workmanship entering into construction; checks and keeps records of time, materials and number of craftsmen of various trades used in construction; detects and reports soil conditions; monitors contract compliance; supervises, motivates, develops and evaluates staff, mediates disputes, and assists staff in personnel and contractor relation matters; represents and acts as the Construction Manager in his/her absence; lays out and checks lines and levels; keeps data required on monthly estimates for payment to contractors; keeps a record of important conditions and happenings during the progress of the project; monitors minority hiring practices of contractors; prepares correspondence and reports as required.

#### **OTHER FUNCTIONS AND DUTIES**

Performs a variety of administrative tasks to accomplish work, e.g., generate purchase order requests, reports, schedules, agendas, letters, memos, contracts, notices of award, notices to proceed, notices of acceptance, performance appraisals and performances evaluations. Recommends and implements solutions to contractual and technical deviations and disputes. Reviews and analyzes contract documents in preparation for bidding for completeness, accuracy, and constructability. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Education: A Bachelor's Degree from an accredited college or university, with major work in engineering, landscape architecture, or architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis); and

Experience: Eight years of experience as an architect, landscape architect, engineer, or owner's representative in full-time technical inspection or supervision on building construction work, or as a full-time construction superintendent on projects utilizing several crafts.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of construction methods; materials and building codes; construction administration; California Public Contract Code and Department of Industrial Relations; (Cal Osha) Safety and Health Regulations; processes involved in the construction of park facilities, roads, drainage, planting methods, plant materials, work of various trades; plumbing codes; Part 3, Title 24 of the California Administrative Code (Basis Electrical Regulations); defects of lumber and standard lumber grading rules; methods of mixing, placing and curing plain and reinforced concrete; methods of proportioning concrete aggregates; proper methods of applying paints and other surface finishes; nature of soils and soil compaction. Thorough knowledge and skill in the principles and practices of effective supervision. Ability to communicate both orally and in writing; work independently as well as in a team environment; plan, schedule and supervise assigned work and construction staff; read, understand, and interpret plans, specifications and

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building codes and detect deviations from them; detect poor material and workmanship by inspection and field tests; analyze situations accurately and take effective action; keep record of time and materials; deal effectively with contractors. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid driver's license is a condition of initial and continued employment in this classification. Must possess and maintain current State mandated certifications, licenses and credentials as required to fulfill duties and satisfy regulatory mandates for this classification. Current certification requirements include: Qualified Storm Water Pollution Prevention Plan Practitioner (QSP) certificate. The Storm Water Pollution Prevention Plan Practitioner (QSP) certificate must be obtained prior to completion of probation. May be required to work unusual hours, weekends, and holidays.

REPORTS TO: Construction Manager

SUPERVISES: Construction Inspectors