

Building Inspector / Site Manager

Position Details

Class Code: 7701

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, inspects and observes construction projects to ensure compliance with Clark County School District codes/amendments, and state/federal codes, ordinances, and regulations. Performs property condition assessments (PCAs).

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Inspects construction site work to ensure compliance with applicable federal, state, and local building codes, ordinances, regulations, and local amendments.
2. Inspects, monitors, reviews, and records plans/construction drawings for compliance with specifications and other contract documents.
3. Confers with and informs architects, engineers, project managers, utility companies, Purchasing, Maintenance, Risk and Environmental Services, operations managers, and other District personnel regarding code compliance, alternatives, and District design requirements to resolve design/code violation concerns.
4. Investigates building complaints to determine appropriate usage and presence of hazardous conditions; presents code-compliant repair(s) if violations are found.
5. Monitors/records materials testing results, including asphalt, concrete, soil, and masonry.

6. Schedules/monitors third-party materials testing records.
 7. Submits acceptance recommendations for completed construction projects.
 8. Notifies supervisor and District project manager of quality control, assurance, and code-related problems.
 9. Prepares written reports, issues code violation notices, and maintains daily construction log including digital photos, if applicable.
 10. Assists in developing final punch lists.
 11. Ensures completion of construction projects prior to submitting Certificate of Occupancy (CO) and Certificate of Completion (CC), if applicable.
 12. Attends construction site meetings/inspections with contractors, architects, public utilities, and other government agencies regarding code compliance/inspection issues.
 13. Supervises, inspects, and monitors roof installations to substantial completion.
 14. Conducts property condition assessments (PCAs) to include the following:
 - Code compliance (accessibility, electrical, mechanical, plumbing, building, etc.)
 - Operations (energy use, security, and maintenance)
 - Environmental (air/water quality, presence of asbestos/lead/polychlorinated biphenyls (PCB))
 - Fire/life safety conditions
 - Evaluates/recommends corrective actions
 15. Plans, supervises, monitors, and inspects photovoltaic (PV) installations to substantial completion.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Inspects construction sites to ensure compliance with plans, specifications, building codes, and ordinances.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to recognize, understand, interpret, and apply local, state, federal, and national codes/regulations, including International Building Code (IBC), Uniform Mechanical Code (UMC), Universal Plumbing Code (UPC), International Fire Code (IFC), National Fire Protection Association (NFPA), National Electrical

Code (NEC), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), District design requirements, state health regulations, etc.

2. Knowledge and experience in building assessments.
 3. Knowledge of building commissioning procedures, practices, and required documentation.
 4. Knowledge of building construction/materials, site-work, and landscaping.
 5. Knowledge of laws pertaining to District liability and safety, including OSHA regulations.
 6. Knowledge of the Nevada Revised Statutes (NRS) as they relate to public entities.
 7. Knowledge of general office equipment (i.e., computers, software applications (i.e., word processing, databases, and spreadsheets), printers, digital cameras, phones, copiers, and fax machines.)
 8. Ability to read/interpret blueprints, schematics, and wiring/logic diagrams; able to apply and check plans/specifications.
 9. Ability to interpret written and verbal instructions.
 10. Ability to objectively read and interpret building code requirements.
 11. Ability to communicate effectively, both verbally and in writing.
 12. Ability to plan and organize work.
 13. Ability to maintain records and prepare written reports.
 14. Ability to safely move and/or relocate heavy objects.
 15. Ability to distinguish color-coded wires.
 16. Ability to judge when to act independently and when to refer matters to an administrator.
 17. Ability to work flexible hours/shifts.
 18. Ability to work in confined areas.
 19. Ability to withstand heights and perform work safely.
 20. Ability to work cooperatively with administrators, directors, staff, contractors, and the public.
 21. Ability to recognize/report hazards and apply safe work methods.
 22. Ability to work independently without immediate supervision.
 23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Associate degree from an accredited college/university in construction technology, engineering, architecture, or a related field, and eight (8) years' experience as a construction inspector with a minimum of two (2) International Code Council (ICC) commercial certifications in accessibility/plans, building, electrical, mechanical, plumbing, or fire inspector I and II; third and fourth certifications must be obtained within five (5) months of hire date; or, Ten (10) years' journeyman-level experience in a construction trade (i.e., construction/building inspector, plumbing, carpentry, heating, ventilating, and air conditioning (HVAC), masonry, etc.), and a minimum of two (2) ICC Commercial certifications in accessibility/plans, building, electrical, mechanical, plumbing, or fire inspector I and II; third and fourth certifications must be obtained within five (5) months of hire date.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

ICC Commercial Combination Inspector - Building, Electrical, Plumbing, and Mechanical.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Transcript(s) from an accredited college/university, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Current ICC certifications.

6. Specific documented evidence of training and experience to satisfy qualification.

NOTE: May be required to provide own reliable vehicle to perform job duties.

Examples of Assigned Work Areas

District facilities – offices, construction sites, buildings under renovation, mechanical/equipment rooms, portable buildings, playgrounds, etc.

Work Environment

Strength

Medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, code books, architect's scales, engineer's scale, scientific calculator, magnifying glass, circle template, blueprints, ladders, personal protection equipment, computers, phones, digital cameras, printers, copiers, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/03/23
- Created: 09/08/15