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Class Specifications  
for the Class:

BUILDING CONSTRUCTION INSPECTOR I  
(BUILDING CONST INSPECTOR I)

**Distinguishing Characteristics:**

This is the entry-level class in the Building Construction Inspector series. Positions in this class independently inspect standardized procedures, items or operations of limited difficulty. Assignments involve independent inspection, testing and observation of construction activities, e.g., construction of buildings and structures of simple design to determine whether construction methods, practices, materials and workmanship conform to the provisions of contracts, agreements, plans and specifications; and the preparation of records and reports.

Assignments may involve, for example, the inspection of a variety of unrelated construction processes of limited complexity, such as excavating, placing and compacting concrete, installation of standard electrical wiring, plastering, and installation of mechanical equipment in buildings, etc.

Inspectors maintain work relationships with contractor supervisory personnel. Contacts involve obtaining information on sequence of operations and work methods, explaining standard requirements of plans and specifications and informing the contractor of inspection results. Inspectors at this level receive specific assignments from a supervisor, usually a higher level inspector, who furnishes guidance through periodic conferences and checks manner of performance to insure compliance with established requirements.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Inspects buildings and similar structures to insure that construction, alteration, or maintenance work being performed complies with approved plans and specifications and the provisions of building and zoning codes; inspects all phases of construction pertaining to the construction of simple buildings following established standards, inspects the quality of materials and the methods of construction for wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, carpentry, plumbing, painting and electrical work for compliance with the requirements of the plans and specifications;

checks the quality of materials and workmanship during construction phase; estimates quantities of work accomplished during construction operation; prepares daily construction reports; and writes up work orders or extra work orders when changes in plans are authorized.

**Knowledge and Abilities Required:**

Knowledge of: Proper methods of building construction; materials used, e.g., grades of lumber, concrete mix, quality of paint, etc.; accepted safety standards; proper methods of inspection for the general building trades; quantity calculations; construction equipment and its proper use; and appropriate building and zoning codes.

Ability to: Apply appropriate building inspection methods; ability to read and interpret plans and specifications; observe and determine the quality of materials and workmanship; recognize good construction practices and spot deviations therefrom; keep records; prepare daily progress reports; deal tactfully and effectively with contractors and their representatives; and give and receive oral and written instructions.

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This is an amendment to the specification for the class BUILDING CONSTRUCTION INSPECTOR I (BUILDING CONST INSPECTOR I), which was approved on July 13, 1972.

DATE APPROVED: DEC 15 2010

  
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for SUNSHINE P.W. TOPPING  
Interim Director of Human Resources Development