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Class Specifications
for the Class:

BUILDING CONSTRUCTION INSPECTOR III
(BUILDING CONST INSPECTOR III)

Distinguishing Characteristics:

Assists an Engineer in the administration of building construction and other contracts; supervises inspectors of a lower grade; reviews plans and specifications; and represents an Engineer during inspection of minor projects.

Incumbents of positions in this class have extensive contacts with contractor representatives to promote cooperation and resolve differences. These contacts relate to problems of work scheduling, interpretation of plans and specifications, work methods, acceptability of workmanship and changes to the plans. Incumbents of positions in this class have contacts with contractors, user agency personnel, designers and others to resolve problems and expedite the work.

Assignments are typically characterized by responsibility for the concurrent inspection of several construction projects, including assigning work and supervising and instructing subordinate inspectors. In addition, a Building Construction Inspector at this level may inspect projects of unusual difficulty and complexity.

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.)*

Assignments typically involve a combination of tasks such as:

Assigns and reviews the work of subordinate inspectors to assure that all projects or phases or sections of the projects receive full and adequate inspection coverage; makes periodic inspections during progress of the work to insure that material, equipment and workmanship conform to approved plans and specifications and acceptable construction standards; initiates action to rectify unacceptable workmanship and non-compliance; uses experienced judgment in determining what matters should be referred to supervisor for consideration and action; attends pre-construction conferences on projects; conducts on-the-job training for new and subordinate inspectors; and, during the absence of supervisor, assumes his general duties working within prescribed policy.

Maintains field project files; reviews plans and specifications and other submittals from contractors and vendors; processes substitution requests and other submittals from

contractors; reviews and gathers substantiating data for time extension requests; discusses problems with contractors' representatives; drafts change orders, and correspondence; checks statements of contract time, monthly estimates, cost estimates, etc.; prepares necessary reports; obtains and verifies data as needed and prior to closing of contract; and participates in final inspections.

Performs inspections involving substantial complexities, e.g., inspects various aspects of multi-story and/or multi-million dollar structures that are constructed by a variety of private builders. Works with the engineer-in-charge and builders to identify and insure correction of deficiencies, to interpret and explain State requirements, and to resolve problems such as unauthorized deviations from approved plans and specifications. Inspects structures involving complex construction problems, e.g., the installation and testing of complex and sophisticated electrical or mechanical systems in a large multi-story, special purpose building.

Some positions may be required to use various electronic equipment such as personal computers, printers, digital cameras, calculators, etc.

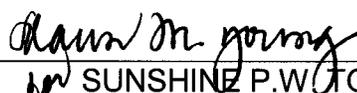
Knowledge and Abilities Required:

Knowledge of: Pertinent building codes and ordinances of the State of Hawaii, the City and County of Honolulu, or the appropriate County; proper acceptable methods of highly specialized building construction; principal methods for inspecting work in general building trades, the materials used and accepted safety standards; quantity calculations; fundamentals of public relations; and principles of supervision and employee relations.

Ability to: Apply proper building inspection methods; interpret and apply technical building codes and ordinances; read and interpret building plans, schematic drawings, and specifications; deal tactfully with contractors, workers, subordinates and the general public; and supervise and coordinate the work of subordinate building inspectors.

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

DATE APPROVED: DEC 15 2010


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