



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Construction Inspector I	<b>Job Family:</b>	Facilities/Construction
<b>Type:</b>	Classified - Non-Exempt	<b>Job Code:</b>	15009
<b>Department:</b>	Major Capital Projects	<b>Salary Grade:</b>	63
<b>Reports to:</b>	Director, Major Capital Projects	<b>Created/Revised:</b>	Ex. 7/27/2021
<b>Work Modality:</b>	On-Campus / May vary dependent upon department needs		

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### Job Summary

To provide skilled, professional construction project quality assurance to ensure compliance with contract documents.

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### Core Responsibilities

1. Conduct daily observation of construction work for compliance with approved contract drawings, specifications, Requests For Information (RFIs), Change Orders, and approved submittals and shop drawings. Issue Observation Reports noting conditions of non-compliance, with proper references to detailed drawings and specifications sections. Project portfolio: Typically, 1-3 projects, average value \$50M - \$100M.
2. Attend early morning, evening, or after-hours installations (ex: concrete pours) requiring owner representation. Flexible hours required for construction observations.
3. Maintain and organize on-site project documentation, including inspection and test reports, RFI's, Architect's Supplemental Instructions (ASIs) documents, project change control documents, etc.
4. Review and confirm/modify approve monthly contractor Payment Applications. Survey construction progress to confirm percent complete by trades.
5. Coordinate and monitor material testing, air balance testing, and systems testing. Monitor Commissioning process, including equipment testing, functional performance tests and building integration of inter-related systems. Monitor deficiency logs to assure follow up of re-testing and system performance.
6. Assist the Senior Inspector and/or the Project Coordinator in resolving construction issues involving architectural, civil, structural, plumbing, electrical, and mechanical issues. Draft Field Directives and Field Orders for approval where needed to expedite the work and document direction given to contractor. Confirm pricing with R.S. Means or other specified cost estimating tools.
7. Attend Pre-Construction meeting and regular onsite construction meetings. Facilitate pre-installation meetings between contractor and subcontractors prior to start of roofing, glazing, pre-cast panels, curtain wall, waterproofing, foundations, structural framing, and other systems as required by specifications.
8. Coordinate with campus facilities and operations when utility outages, noise control, traffic control or security are required by the work. Attend pre-outage planning meetings.
9. Monitor project close-out procedures, including O&M manuals, as-builts, punchlists, and warranty walk-through. Issue punchlists for above ceiling, open wall and Substantial Completion inspections, and revisit to confirm completion of deficiencies.

10. Monitor and document job site safety, Storm Water Pollution Protection Plan (SWPPP) Best Management Practices & posted notifications, and follow-up on correction of noted non-compliance by contractor. Maintain SWPPP and Safety inspection files.
  11. Stay current in Codes and Regulations applicable to design and construction, including International Building Codes, NFPA 101, TDLR, OSHA, ADA, ASHRAE 90.1, SWPPP, and any special requirements of the building type (e.g., healthcare, research labs, special campus project types, etc.) or the local jurisdictions.
  12. Interface with and provide support to users and campus operations, architects, engineers, contractors, utilities, regulatory agencies to assist with resolution of conflicts.
  13. Other duties as assigned.
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## **Minimum Requirements**

### **Education/Certifications**

- Ex. High school diploma or GED equivalent
- Technical certification, licensure, or apprenticeship in one or more building trades required. ICC Certification as a Building or Plumbing or Mechanical or Electrical Inspector preferred.

### **Experience**

- 8 years of related experience in complex commercial or institutional construction.
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## **Knowledge Skills & Abilities**

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## **Working Conditions**

### **Working Environment:**

- Work is performed in a construction environment and may involve exposure to various weather conditions, extreme temperatures, chemicals and chemical fumes, electrical and mechanical hazards.

### **Physical Demands:**

- Work may also involve physical tasks such as repetitive use of keyboard at a workstation, use of manual dexterity, climbing of stairs and ladders, and lifting and moving.