AUBURN
Human Resources

Facilities I, Project Inspector

Job Description

JOB INFORMATION

Job Code	NA45A
Job Description Title	Facilities I, Project Inspector
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	2/3/2026 2:12:28 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

This position is responsible for performing knowledgeable inspections of construction projects, ensuring compliance with applicable codes, standards, and construction documents. This role involves coordinating with various stakeholders, monitoring construction progress, and providing support to inspection staff. The inspector will maintain a strong on-site presence, document inspections, and assist in developing and implementing improvements to inspection processes and standards.

RESPONSIBILITIES

- Assists with basic level construction administration and inspection tasks for various construction projects, ensuring compliance with applicable codes, campus standards, and construction documents.
- Assists with coordinating with specialty inspection groups, the Authority Having Jurisdiction (AHJ), and the University Engineer for the inspection and monitoring of mechanical, electrical, plumbing, and fire/life safety work.
- Assists with providing written documentation of inspections and observations, and implement required reporting documentation as per construction documents and AU Design Standards.
- Maintain a consistent on-site presence, monitor contractor progress, and assist in solving challenges and overcoming obstacles.
- Assists with reviewing and inspecting building exterior and interior for compliance with the Americans with Disabilities Act (ADA).
- Assists with advising on project completeness for progress payments and schedules, and report unforeseen field conditions, omissions, and design deficiencies to leadership.
- Attend pre-construction meetings, ensuring contractors complete their contractual obligations and coordinating required construction inspections.
- Assist in developing standardized construction inspection checklists and improving constructability review processes, AU Design Standards, and future construction projects.
- Support the implementation of building envelope and building systems commissioning processes, ensuring all testing, documentation, and final commissioning reports are completed.
- Assists in participating in the development and implementation of energy-efficient technology and other emerging building technology systems, as well as the implementation of LEED as applicable.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in construction trades, building science, project management or related field.		0 years of	experience as a field representative in technical inspection or Quality Control of major structural and nonstructural systems and components of buildings.	
Associate's Degree	in construction trades, building science, project management or related field.		4 years of	experience as a field representative in technical inspection or Quality Control of major structural and nonstructural systems and components of buildings.	
High School Diploma or GED			8 years of	experience as a field representative in technical inspection or Quality Control of major structural and nonstructural systems and components of buildings.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of Alabama Building Codes and some ability to inspect structural, architectural, mechanical, electrical, plumbing, fire and life safety and administrative code requirements.	
Knowledge / skills to review and interpret construction documents, schedules, sequences and practices; ability to anticipate problems of implementing construction administration, advise department leadership on project status, and recommend alternate approaches for successful completion.	
Knowledge / skills to use digital tools for reviewing plans and submittals, monitoring construction status, documenting field reports and inspection requests, approving pay applications, managing department internal processes, communicating with outside agencies, and other needs as required.	
Knowledge and ability to work with regulatory agencies and to coordinate the requirements of these organizations in the field.	
Demonstrated verbal and interpersonal communication skills, including the skills to work effectively with a broad range of constituents (from construction workers to the highest levels of University personnel); applicant must be able to work as a professional, respectful team player in an environment that may occasionally be under stressful circumstances and full of conflicts, budget concerns and schedule pressures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	OSHA 10	within 90 Days	Desired	And
	ICC ADA Inspector and Plans Examiner Certification - 21	within 1 Year	Desired	And
	(1) ICC Commercial Inspector Certification within the mechanical,	within 2 Years	Desired	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	electrical, or plumbing discipline.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures				X	
Hazards					X
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		
Poor ventilation			X		