AUBURN
Human Resources

Facilities III, Project Inspector

Job Description

JOB INFORMATION

Job Code	NA45C
Job Description Title	Facilities III, Project Inspector
Pay Grade	FM18
Range Minimum	$73,950
33rd %	$93,670
Range Midpoint	$103,520
67th %	$113,380
Range Maximum	$133,100
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	2/3/2026 2:14:10 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position is responsible for performing expert 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. This position will maintain a strong on-site presence, document inspections, and lead in developing and implementing improvements to inspection processes and standards. Additionally, this position will take on the most complex projects, provide guidance to lower-level inspectors, and lead initiatives to enhance inspection practices and standards.

RESPONSIBILITIES

- Independently manage construction administration and inspection tasks for complex construction projects, ensuring compliance with applicable codes, campus standards, and construction documents.
- Lead coordination 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.
- Produce detailed and accurate written documentation of inspections and observations, and ensure implementation required reporting documentation as per construction documents and AU Design Standards.
- Maintains a proactive on-site presence, monitor contractor progress, and provides guidance in solving the most complex challenges and overcoming obstacles.
- Proficiently reviews and inspects building exterior and interior for compliance with the Americans with Disabilities Act (ADA).
- Provides proficient advice on project completeness for progress payments and schedules, and report unforeseen field conditions, omissions, and design deficiencies.
- Lead in pre-construction meetings, ensuring contractors complete their contractual obligations and coordinating required construction inspections.
- Develop and refine standardized construction inspection checklists and improving constructability review processes, AU Design Standards, and future construction projects.
- Oversee the implementation of building envelope and building systems commissioning processes, ensuring all testing, documentation, and final commissioning reports are completed.
- Actively participate 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

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.	and	5 years of	experience involving building projects of Type I or Type II construction as a field representative in technical inspection or Quality Control of major structural and nonstructural systems and components of buildings.	Or
Associate's Degree	in construction trades, building science, project management or related field.	and	10 years of	experience involving building projects of Type I or Type II construction as a field representative in technical inspection or Quality Control of major structural and nonstructural systems and components of buildings.	Or
High School Diploma or GED		and	15 years of		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced Knowledge of Alabama Building Codes and an ability to inspect structural, architectural, mechanical, electrical, plumbing, fire and life safety and administrative code requirements.	
Advanced technical knowledge 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.	
Advanced 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.	
Advanced level of understanding and ability to work with Authority Having Jurisdiction, University Engineer and other regulatory agencies and to coordinate the requirements of these organizations in the field; technical knowledge to interpret between the requirements of these organizations and the Code when conflicts or overlaps may exist.	
Advanced 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	
	(2) ICC Commercial Inspector Certifications within the mechanical, electrical, or plumbing disciplines - M2, E2, P2	Upon Hire	Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	(1) ICC Commercial Plans Examiner Certification within the mechanical, electrical, or plumbing disciplines - M3, E3, P3	Upon Hire	Required	And
	OSHA 10	within 90 Days	Desired	And
	(1) Additional ICC Commercial Plans Examiner Certification within the mechanical, electrical, or plumbing disciplines - M3, E3, P3	within 180 Days	Desired	And
	ICC ADA Inspector and Plans Examiner Certification - 21	within 1 Year	Desired	And
	(1) additional ICC Commercial Inspector Certification within mechanical, electrical, or plumbing - M2, E2, P2	within 2 Years	Desired	

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		

WORKING ENVIRONMENT					
Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Poor ventilation			X		