AUBURN
Human Resources

Facilities IV, Project Inspector

Job Description

JOB INFORMATION

Job Code	NA45D
Job Description Title	Facilities IV, Project Inspector
Pay Grade	FM19
Range Minimum	$83,190
33rd %	$105,370
Range Midpoint	$116,470
67th %	$127,560
Range Maximum	$149,740
Exemption Status	Exempt
Approved Date:	2/3/2026 2:14:22 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

- Performs expert level construction administration and inspection tasks for various construction projects, ensuring compliance with applicable codes, campus standards, and construction documents.
- Serves as subject matter expert in coordinating 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.
- Develop and implement advanced inspection documentation and reporting procedures per construction documents and AU Design Standards.
- Provides strategic oversight of on-site monitoring, proactively identifying and resolving critical issues.
- Serves as an expert resource for ADA compliance inspections.
- Provides expert consultation on project progress, risk mitigation, and resolution of complex design deficiencies.
- Lead and facilitate complex pre-construction meetings and provide mentorship to junior inspectors.
- Drive the development and implementation of innovative inspection practices and standards.
- Lead the commissioning process for advanced building systems.
- Champion the adoption of cutting-edge building technologies and sustainable practices.

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.	and	8 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	12 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	20 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

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	
	All relevant ICC Commercial Inspector Certifications for mechanical, electrical, and plumbing disciplines - M2, E2, P@	Upon Hire	Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	(2) ICC Plans Examiner Certifications within the mechanical, electrical, and plumbing disciplines - M3, E3, P3	Upon Hire	Required	Or
	(1) remaining ICC Plans Examiner Certifications within the mechanical, electrical, and plumbing disciplines - M3, E3, P3	within 180 Days	Required	Or
	ICC Commercial Building Inspector Certification - B2 Inspector	within 1-1/2 Years	Required	Or
	ICC Commercial Building Plans Examiner - B3 Plans Examiner	within 2 Years	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly