

## JOB INFORMATION

|  |                                    |
|--|------------------------------------|
| Job Code   | NA45A                              |
| Job Description Title                                    | Facilities I, Project Inspector    |
| Pay Grade  | FM16                               |
| Range Minimum  | \$59,700                           |
| 33rd %   | \$73,630                           |
| Range Midpoint   | \$80,590                           |
| 67th %   | \$87,550                           |
| Range Maximum  | \$101,480                          |
| Exemption Status   | Exempt                             |
| Organizational use restricted to the following divisions | 102 Vice President-Facilities Mgmt |
| Approved Date:   | 3/26/2025 9:29:34 AM               |

## JOB FAMILY AND FUNCTION

|               |                                       |
|---------------|---------------------------------------|
| Job Family:   | Facilities, Maintenance, & Operations |
| Job Function: | Construction Management               |

## 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

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| <ul style="list-style-type: none"> <li>Assists with basic level construction administration and inspection tasks for various construction projects, ensuring compliance with applicable codes, campus standards, and construction documents.</li> <li>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.</li> <li>Assists with providing written documentation of inspections and observations, and implement required reporting documentation as per construction documents and AU Design Standards.</li> <li>Maintain a consistent on-site presence, monitor contractor progress, and assist in solving challenges and overcoming obstacles.</li> <li>Assists with reviewing and inspecting building exterior and interior for compliance with the Americans with Disabilities Act (ADA).</li> <li>Assists with advising on project completeness for progress payments and schedules, and report unforeseen field conditions, omissions, and design deficiencies to leadership.</li> <li>Attend pre-construction meetings, ensuring contractors complete their contractual obligations and coordinating required construction inspections.</li> <li>Assist in developing standardized construction inspection checklists and improving constructability review processes, AU Design Standards, and future construction projects.</li> <li>Support the implementation of building envelope and building systems commissioning processes, ensuring all testing, documentation, and final commissioning reports are completed.</li> <li>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.</li> </ul> |
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## 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 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 |  |  | 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 |  |
|-------------------------|---|------------|------------------|--|
|                         | No certifications required at this level.   |            |                  |  |
|                         | Required to complete B2 Commercial Building Inspector, or B3 Building Plan Examiner or 21 Accessibility Inspector/plan and will be a part of their performance planning and ongoing training and development. |            | Required         |  |

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            |            |            |