

### JOB INFORMATION

Job Code	NC42B
Job Description Title	Project Inspector II
Pay Grade	FM12
Range Minimum	\$43,600
33rd %	\$50,870
Range Midpoint	\$54,500
67th %	\$58,130
Range Maximum	\$65,400
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

### JOB FAMILY AND FUNCTION

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

### JOB SUMMARY

Assesses university construction projects to assure contract compliance.

### RESPONSIBILITIES

- Ensures that contractors and the University construction department involved in new construction or renovation projects on university campus meet all project/contract requirements in a timely manner.
- Coordinates the work of all parties involved in construction projects.
- Completes and oversees the documentation and financial aspects of the project.
- Performs special projects for the Construction Manager and/or Manager of Construction Management as requested.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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### 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	Degree in Building Science, Architecture, Engineering, or related field	And	2 years of	Experience in construction project administration	

Substitutions Allowed for Experience	Yes
<i>Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.</i>	

**MINIMUM KNOWLEDGE, SKILLS, & ABILITIES**

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

**MINIMUM LICENSES & CERTIFICATIONS**

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

**PHYSICAL DEMANDS & WORKING CONDITIONS**

Physical Demands Category: Other

**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 cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

**Vision Requirements:**  
Ability to see information in print and/or electronically.

