

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

OWNER'S CONSTRUCTION REPRESENTATIVE/INSPECTOR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years' experience as a building construction inspector, construction superintendent, construction foreman, building contractor, or building inspector.
- Possession of a valid, standard building inspector certification pursuant to Chapter 468, Florida Statutes or ability to obtain same within one (1) year of employment.
- Possession of valid, standard inspector certifications for mechanical, plumbing, or electrical category or ability to obtain same within two (2) years of employment.
- Satisfactory completion of OSHA 30 Hour Construction Training Certification Course or ability to obtain same within one (1) year of employment.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of administrative computer applications as related to departmental job functions.
- Knowledge of the Florida Building and Florida Fire Prevention Codes.
- Knowledge of Chapter 6A-2.0010, F.A.C.
- Ability to accurately read and interpret construction drawings and specifications.
- Knowledge in the safe and proper use of temporary access elements on construction sites.
- Knowledge in the safe and proper use of construction safety devices and equipment.
- Ability to inspect construction projects at varying elevations and site conditions.

SUPERVISION

REPORTS TO Identified Project Manager
SUPERVISES No Supervisory Duties

POSITION GOAL

Responsible for overseeing and inspections of construction activities such that the work conforms to the Florida Building Code and is properly and safely managed by the contractor.

PERFORMANCE RESPONSIBILITIES

1. *Assist with overseeing all areas of construction to assure compliance with the Contract Documents, without assuming the contractor's responsibility for construction nor the responsibility of the project architect for contract administration of the work.
2. *Maintain daily project logs and report construction activities to supervisors.
3. *Review construction documents, contractor's progress schedule, shop drawings, and other related documents.
4. *Act as the primary point of contact for school personnel during construction projects.
5. *Inspect construction activities to ensure compliance with the Florida Building Code.
6. *Issue written Notices of Non-Compliance to contractors when deficiencies or non-compliant work is observed.
7. *Prepare Certificate of Occupancy forms upon completion and obtain required signatures.
8. *Safely and properly navigate temporary construction access means, such as scaffolds, ladders, lifts, platforms, etc. in the performance of duties.
9. *Maintain and properly wear Federal OSHA Part 1926, required personal protective clothing and equipment on construction sites.

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10. *Coordinate, facilitate, and schedule other professional and applicable regulatory inspections of construction activities.
11. *Notify, immediately, the project architect or the project architect's representative and the District Building Official, if an activity or a procedure appears to be incompatible with the contract documents or the Florida Building Code.
12. *Assist the Facilities and Maintenance Departments with project administration and management.
13. *Assist in the identification and preparation of project punch lists.
14. *Assist contractor and design professionals in project closeout.
15. *Assist in warranty reporting and administration.
16. *Assist in investigation and reporting on project activities, deficiencies identified, potential changes and existing conditions in the field.
17. *Assist District staff in the delivery, placement, and installation of furniture, fixtures, and equipment.
18. *Assist school administration in coordinating construction activities to maintain safe and minimally disruptive school operations.
19. *Maintain valid State certification and fulfill continuing education requirements of all certificates during employment as prescribed.
20. Perform other duties as assigned by the Supervisor of Construction.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Construction safety and personal protective equipment; surveying and measuring equipment; and construction inspection equipment and devices.

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
Heat	The worker is subject to extreme heat. Temperatures area above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases, or poor ventilation.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
AO-12-G \$54,266 – 85,433	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	February 27, 2018
District Salary Schedule	Personnel Category 14	<input checked="" type="checkbox"/> Not applicable	October 18, 2016
Months 12	EEO-5 Line 44	Previous Board Approval	September 13, 1994
Annual Days 258	Function 7400		
Weekly Hours 37.5	Job Code 6301	ADA Information Provided by Joseph Ranaldi	
Annual Hours 1935	Survey Code 74023	Position Description Prepared by Joseph Ranaldi	