

## **CONSTRUCTION INSPECTOR**

**DEFINITION:** Under general supervision, performs technical work of considerable difficulty in conducting on-site inspection of residential/commercial construction projects; reviews pre-construction documents to ensure compliance with building safety, engineering and architectural codes, regulations, ordinances, statutes and standards; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Inspects a variety of commercial/residential construction sites to ensure compliance with building codes and related ordinances; reviews contract documents prior to start of construction and makes recommendations for change or approval; inspects and evaluates electrical, plumbing, mechanical and building systems in new and/or existing structures for compliance; completes inspection reports and records construction projects; provides expert technical assistance, guidance, information and advice on any deficiencies that require correction.

Enforces building codes and related ordinances by issuing inspection reports and/or violations, complaints or compliance notices; reviews contractor requests for payment and change order proposals and makes recommendation for change or approval; coordinates contractor activities with others involved in the construction process; reviews scopes of work, architectural plans, construction documents to ensure compliance with department guidelines.

Arranges for repairs or adjustments of defective material or workmanship while construction is still under warranty; maintains records of projects to include cost, materials, equipment and manpower; confers with consultants, attorneys, program staff, and others on interpretation of contract documents; establishes bidders pre-qualification criteria, markets projects to bidders, and participates in the selection of consultants and/or contractors.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable state, local and uniform building codes, laws and standards.

Knowledge of residential, commercial construction practices, methods and materials.

Knowledge of inspection procedures and evaluation of all aspects of the construction process.

Knowledge of review and evaluation of building plans and specifications.

Knowledge of building construction costs.

Knowledge of construction techniques, methods and materials including mechanical systems, plumbing systems, electrical systems and structural systems.

Skill in understanding, interpreting and applying building codes and ordinances.

Skill in reading construction plans and specifications.

Skill in recognizing, evaluating and resolving construction related problems.

Skill in organizing and coordinating work.

Skill in maintaining records and preparing reports.

Skill in establishing and maintaining effective work relationships and communicating effectively.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** There is occasional need to stand, stoop, walk and perform other similar actions during the course of the work day. May require lifting, moving items up to 90 pounds.

THE NAVAJO NATION

Class Code: 3515  
Construction and Architectural Series  
Inspector Group  
Overtime Code: Non-Exempt  
Pay Grade: 63

**CONSTRUCTION INSPECTOR**

**MINIMUM QUALIFICATIONS:** An Associate's degree in Building Inspection; and four (4) years of responsible trades/technical experience in construction of major commercial or institutional buildings; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.