

# **FACILITY QUALITY ASSURANCE/CONTROL CONSTRUCTION INSPECTOR/MANAGER**

## **Position Details**

Class Code: 7308

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: Pay Grade 57 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## **Position Summary**

Under general direction, manages, coordinates, schedules, directs, and inspects quality control and quality of retrofit construction projects to ensure compliance with plans, specifications, local, state, and uniform building codes and ordinances.

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## **Essential Duties and Responsibilities**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Determines quality assurance methodology and techniques used in inspecting structures, systems, materials or facilities.
2. Conducts quality assurance audits and prepares reports to document findings; develops corrective actions to support task problems and failures, monitors corrective actions, and conducts follow-up evaluations of quality/workmanship.

3. Coordinates, interfaces, and acts as a liaison with other trades/craft work units (Maintenance, Operations, New Construction, and Environmental Services) to accomplish assigned work.
  4. Reviews, develops, and recommends changes to existing departmental workmanship/material standards.
  5. Provides technical and operational support and/or services to ensure quality assurance standards are met in providing support to various project tasks.
  6. Prepares and maintains documentation and reports on the progress and status of assigned construction projects, change orders, special projects safety program, etc.
  7. Assists in the research of equipment and/or material and the development of specifications; recommendations and implementation.
  8. Inspects site work and building construction to ensure compliance with plans, specifications of construction material and workmanship, applicable state and local building codes, ordinances, regulations, and project progress; issues violation notices and performs follow-up inspections to correct violations and discrepancies with prints, specifications, and codes (within the department).
  9. Schedules work assignments of multi trades/crafts for retrofit construction projects; coordinates work with schools/department activities.
  10. Provides inventory control and managerial control in the administration of project costs.
  11. Assists and advises staff in matters relating to quality and completion of projects.
  12. Reviews plans and provides input including corrections to as-built drawings (i.e., mechanical, electrical, and construction) requirements for projects.
  13. Researches materials, drawings, and physical work sites to ensure their compliance with federal, state, county, and city.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves managing, scheduling, and inspecting the quality assurance and quality control of retrofit construction projects to ensure compliance with plans, schedules, specifications, and applicable codes.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge and ability to recognize, understand, and interpret local, state, federal, and national codes and regulations including, but not limited to: Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), American Society of Mechanical Engineers (ASME), and Americans with Disabilities Act (ADA) Regulations.
  2. Knowledge of building construction and materials.
  3. Ability to read, interpret, and check plans and specifications.
  4. Ability to meet predetermined deadlines.
  5. Ability to read and interpret written and/or oral instructions.
  6. Ability to plan and organize work.
  7. Ability to communicate oral and written instructions.
  8. Ability to exercise judgment when to act independently and when to refer situations to an administrator.
  9. Ability to wear prescribed respiratory protective equipment.
  10. Ability to distinguish color-coded wiring.
  11. Ability to work flexible hours or shifts.
  12. Ability to work in confined areas.
  13. Ability to withstand heights and perform work safely.
  14. Ability to work cooperatively with employees, vendors, contractors, outside agencies, and the public.
  15. Ability to recognize and report hazards, and apply safe work methods.
  16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Completion of an apprenticeship program in the trades (i.e., plumber, carpenter, electrician, heating, ventilation, air conditioning, and refrigeration (HVACR) technician, etc.), and four (4) years experience in the same trade or craft as apprenticeship completion; or,

Two (2) years experience as a construction/maintenance supervisor, construction superintendent, construction inspector, or quality assurance control inspector/specialist; or,  
Eight (8) years journeyman level experience in a trade or craft (i.e., plumber, electrician, carpenter, glazier, telecommunications, HVACR technician, etc.).

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Apprenticeship and/or journeyman certificate/card, if applying as a plumber or electrician.

## **Preferred Qualifications**

None Specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicle.
4. Apprenticeship and/or journeyman certificate/card, if applicable.
5. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Employment Requirement - Must provide own reliable vehicle to perform and fulfill job duties.

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## **Examples of Assigned Work Areas**

Clark County School District facilities - offices, construction sites, existing buildings under renovation, school's mechanical equipment rooms, playgrounds, etc.

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## Work Environment

### Strength

Medium - exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

District issued/personal vehicles, codebooks, architect's scale, engineer's scale, scientific calculator, magnifying glass, circle template, ladders, specifications, blueprints, hand and power tools, etc.

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### AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 04/27/21
- Created: 03/14/02