

Facility Damage Claims Inspector

Position Details

Class Code: 7660

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, manages, coordinates, and schedules repair estimates related to various crafts (electrical, plumbing, carpentry, etc.). Includes data integrity compliance in the department's Risk Management System (RMS) for entry of labor (regular and overtime), materials, assets assigned to all sites within the Clark County School District (CCSD), and costs involving theft, vandalism, or accidents in which property insurance applies.

Essential Duties and Responsibilities

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

1. Serves as the Maintenance Department's single point of contact for cost reimbursement estimates through the CCSD's Risk Management Department.
2. Conducts daily reviews of all data-entry related to property damage claims and ensures appropriate and timely estimates are provided to managers to process loss reimbursements.
3. Tracks and documents all compliance audits.
4. Conducts audits of craftsmanship related costs for labor entry, materials used (through shop inventory or purchasing cards), and length of job when large discrepancies are found between estimates and actual costs for property claims.
5. Prepares and maintains documentation and reports for cost reimbursements to the Maintenance Department.

6. Trains and communicates procedures of property loss estimation to the Maintenance Department staff performing the work.
 7. Performs field investigations regarding extent of damage and required repairs to generate accurate estimates.
 8. Recommends procedures to improve work quality, reduce claim processing time, and reduce costs for Risk Management and CCSD.
 9. Investigates, researches, and communicates any labor (regular and overtime) abnormalities or material submitted in work orders.
 10. Tracks and documents all property loss costs for annual budgeting of property claims.
 11. Monitors pending property damage for prompt completion of estimate and reimbursement to the Maintenance Department.
 12. Monitors workflow of claim estimates for completion within the same fiscal year as the date of loss.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Knowledge of facility repair processes necessary to estimate claim-related costs.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of building construction/trades and renovation requirements and activities.
2. Ability to lead and manage the efforts of others to accomplish a common goal (i.e., a project.).
3. Ability to consolidate data, assess information, determine project direction/strategy, and develop and achieve plan approval.
4. Ability to plan work for multiple crafts and/or trades.
5. Ability to prepare project management documentation (diagrams/sketches, schedules, contract plans, specifications, reports/correspondence, etc.).
6. Ability to use a computer and software applications related to the position.
7. Ability to research, calculate, and provide project cost estimate information.
8. Ability to set priorities, coordinate multiple activities, and meet critical deadlines.
9. Ability to evaluate work performance.

10. Ability to judge when to act independently and when to refer situations to an administrator.
 11. Ability to communicate effectively both verbally and in writing.
 12. Ability to work flexible hours or shifts.
 13. Ability to withstand heights and perform work safely.
 14. Ability to work cooperatively and effectively with CCSD employees, contractors/vendors, and the public.
 15. Demonstrated ability for teamwork in a customer-driven environment.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. 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 (General Educational Development [GED], foreign equivalency, etc.).
2. Completion of an apprenticeship in a specific trade or craft (plumber, electrician, carpenter, glazier, telecommunications, HVACR technician, etc.); plus, five (5) years of experience in the same construction trade or craft, which includes three (3) years of construction/project management experience; or, Nine (9) years of experience in facility/construction project management/scheduling, which includes layout/design and cost estimation of man-hours and materials for trade(s)/craft(s) (plumbing, electrical, carpentry, glazing, telecommunications, etc.); or, Associate's degree in a related field (construction management, civil engineering, building inspections, communications, etc.); plus, seven (7) years of experience in facility/construction project management/scheduling which includes layout/design and cost estimation of man-hours and materials for trade(s)/craft(s) (plumbing, electrical, carpentry, glazing, telecommunications, etc.); or, Bachelor's degree in a related field (construction management, civil engineering, building inspections, communications, etc.); plus, five (5) years of experience in facility/construction project management/scheduling which includes layout/design and cost estimation of man-hours and materials for trade(s)/craft(s) (plumbing, electrical, carpentry, glazing, telecommunications, etc.).
3. Two (2) years of computer experience including word processing, databases, and spreadsheet applications.

TRAINING AND EXPERIENCE REQUIRED ARE CONTINGENT UPON THE CURRENT POSITION, VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

Licenses and Certifications

Applicant/Employee must be able to provide their own transportation.

Preferred Qualifications

1. Property claim estimation experience.
 2. Material Requirements Planning.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Apprenticeship or journeyman certificate/card, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities, offices and schools (i.e., classrooms, cafeterias, locker rooms, science labs, restrooms), building rooftops, mechanical equipment rooms, boiler rooms, construction sites, etc.

Work Environment

Strength

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

Physical Demand

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

Environmental Conditions

Varies from a climate-controlled office to work outdoors in temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for 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).

Examples of Equipment/Supplies Used to Perform Tasks

Computers and software, diagrams/sketches, specifications, telephones (including mobile/hand-held), copiers, fax machines, calculators, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/28/25
- Created: 08/08/12