# CONSTRUCTION INSPECTOR ASSISTANT

## DEFINITION

Under close supervision provides clerical assistance to Construction Inspectors with construction inspections and installation of sound proofing materials for the Aircraft Noise Mitigation Program.

## ESSENTIAL FUNCTIONS

This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

## TASKS

Provides clerical support to Construction Inspectors with construction inspections and installation of sound proofing materials for the Aircraft Noise Mitigation Program; Assist with record-keeping and documentation of projects compliance, preparation of schedules meeting agendas, meeting minutes, logs and reports; provide feedback regarding areas to be included in on-the-job-training based on experience.

Observes and report contractors use of specified products ad best standard construction practices and techniques; Verifies contractor compliance with state, federal and local construction procedures, guidelines, codes and standards; recommends specification changes to Inspectors; Observes and assist homeowners and contractors before, during and after project completion.

## KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of guidelines for the construction and installation of soundproofing residential and commercial properties
Knowledgeable of program guidelines, policies, and procedures
Knowledgeable of construction codes and standards
Knowledgeable of occupational hazards and safety guidelines
Skilled in observing and inspecting construction sites
Skilled in following oral and written communication in English
Skilled in establishing and maintaining productive working relationships

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an outdoor environment. Work may require frequent standing, walking, climbing, and bending. Incumbents may be exposed to extreme temperatures and weather, moving traffic and construction sites.

## QUALIFICATIONS

A high school diploma or equivalent, **AND** one year experience in construction or building inspection **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.