City of Inglewood Job Description
Class Code: 212

CONSTRUCTION INSPECTOR

DEFINITION

Under general supervision, inspects the construction and installation of sound proofing materials for the Aircraft Noise Mitigation Program.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. 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

Inspects the construction and installation of sound proofing materials for the Aircraft Noise Mitigation Program; acts as liaison between homeowner and contractor; oversees contractors and staff for compliance with project specifications. Inspects at various stages the methods and materials used in the construction and installation of sound proofing; records observations from construction sites; verifies contractor compliance with state, federal, and local construction procedures, guidelines, codes and standards; recommends specification changes.

Documents concerns or problems occurring while on construction site; tracks job quality, efficiency and completeness; exchanges project information with contractors and upper management; creates progress reports and drafting construction work plans.

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** three (3) years 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.

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