

ASSOCIATE BUILDING/CONSTRUCTION INSPECTOR

DEFINITION

Assists one or multiple Building/Construction Inspector(s) with inspection- and administrative-related duties while preparing to become Division of the State Architect (DSA) certified project inspectors.

TYPICAL DUTIES

Inspects and signs-off on non-DSA regulated construction work, such as paint and landscape irrigation to ensure completion of District punch-list documentation.

Assists Building/Construction Inspectors in performing continuous inspection of wood frame, reinforced concrete, gunite, masonry, and structural steel construction for compliance with plans, specifications, contract documents, and all applicable State and local building codes, ordinances, and regulations on DSA-regulated construction.

Uploads documentation such as construction blueprints, changes to drawings, or requests for information (RFIs) onto DSABox for stakeholder review.

Reviews inspection requests, writes daily progress reports, and maintains daily logs of construction progress for the on-site DSA approved Inspector of Record (IOR) and assistant inspector.

Reviews, analyzes, and interprets drawings, specifications, and submittals related to a project to understand more about the construction oversight process (e.g. Procedure 13-01) and other DSA policies and procedures under the guidance of a Building/Construction Inspector.

Supports the IOR and assistant inspector with the monitoring and coordination of test laboratories and specialty inspectors.

Notifies architects and engineers of any material or work quality that does not meet specifications.

Verifies change order-related work.

May represent the District on construction sites as a primary contact with contractors, engineers, commissioned architects, and the public.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate Building/Construction Inspector provides project assistance to a Building/Construction Inspector and inspects and signs-off on non-DSA regulated construction work.

A Building/Construction Inspector represents the District at construction sites, performs continuous inspection of construction materials, methods, and work quality, and monitors construction work for compliance with approved contract documents and applicable codes. Incumbents in this class perform work consistent with the Division of the State Architect regulations. A Building/Construction Inspector must possess and maintain minimum certification as Class 3 General Inspector by the Division of the State Architect.

A Building/Construction Inspector (Class 1) performs work consistent with the Division of the State Architect regulations. A Building/Construction Inspector (Class 1) must possess and maintain certification as Class 1 General Inspector by the Division of the State Architect.

Other District special inspectors provide inspection of materials and work quality provided by contractors relative to their designated areas of specialization, with monitoring by the project inspector.

SUPERVISION

General supervision is received from a Supervising Building/Construction Inspector. Work direction is received by a Building/Construction Inspector or Building/Construction Inspector (Class 1). No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

California Building Codes, California Code of Regulations, Title 24
Methods of construction for wood frame, masonry, structural steel, timber, concrete, and reinforced concrete buildings and foundations
Proper work sequencing as it pertains to construction
Spreadsheet, database, word processing, email, and graphics computer software programs

Ability to:

Read building plans and specifications
Detect construction deviations from plans and specifications
Observe the placement and installation of concrete and other construction materials
Keep accurate records
Prepare clear and concise reports
Work effectively with contractors, construction team members, and school personnel
Communicate orally and in writing effectively
Operate a computer and related peripheral equipment
Utilize various computer applications such as word processing, spreadsheet, database, email, and graphics computer software programs
Learn specialized computer applications and systems in assigned unit

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. College semester units or equivalent quarter units from a recognized college or university in the areas of architecture, engineering, construction management, and construction technology are preferable.

Experience:

Two years of experience as an architect's, engineer's, owner's, or local building official's representative in building code-enforcement inspection of non-residential construction,

or

Two years of journey-level experience working on construction projects as a craftsman in the carpentry, concrete, masonry, or steel trades.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.
- A Class 4 Project Inspector certification by the Division of the State Architect (DSA) is preferable.
- An International Code Council (ICC) certification, such as a B1 (Residential Building Inspector) or B2 (Commercial Building Inspector), is preferable.

SPECIAL NOTE(S):

- Employment is subject to medical clearance.
- Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos and lead.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
09-11-17
PND

Updated
11-05-25
Transportation
Language Only