

Sam Houston State University Human Resources

Staff Classification Description – Construction Inspector/Observer Senior

Skill Category: Professional
Position (Employee) Class: 3N015 (E1)
Grade: 15
Date: 10/2014

Department: Facilities Planning

Educational & Experience Requirement: Bachelor's Degree in building/construction field such as but not necessarily limited to architectural, civil, electrical, mechanical, or related area. Five years of field experience in a supervisory position with a commercial or institutional related construction firm. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides professional inspection skills for field work in civil and architectural engineering, and oversees the performance of a variety of instruments, inspection, observation, drafting, and computing assignments in the field.

Supervision Given & Received: Supervise all other construction inspectors/observers.

Primary Responsibilities: Serves as senior inspector on all construction projects. Inspects and observes for quality and quantity of materials and methods of removal and placement of materials. Refigures cross section excavation, earth work quantities, and project costs. Checks similar computations made by others. Maintains liaison between Office of Facilities Planning construction inspectors, professional consultants and contractors. Checks monthly estimates of work performed by contractors and billings submitted for payment. Requires daily records of work done by contractor's forces entailing number of man hours, wage rates, materials used and cost. Makes daily progress reports on construction projects. Supervises quality control test during pouring of concrete. Creates topographical surveys of building sites. Confers with other inspector, contractor's superintendents and representatives of contractors concerning numerous details of construction which are implied but which are not always clearly defined by contract plans and specifications. Checks, accounts for, and at times supervises labor, materials, and equipment which may be used on items of work performed on a force account basis. Monitors periodic estimates and reviews job with inspectors, architects, and engineer. Performs other related duties as assigned.

Other Specifications: Architects, contractors and department heads and other outside agencies.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.

