



## CONSTRUCTION INSPECTOR

### **Civil Inspector will:**

Be responsible for performing quality assurance inspections, under the guidance and direction of the Construction Manager and will assist in the administration of contracts for small to large scale, development projects. This role also serves as a field resource for project managers, contractors and developers and must understand, interpret, explain, and apply complex rules, regulations, laws and ordinances.

Analyze technical design engineering, construction engineering and surveying problems, prepare clear, concise and comprehensive reports, correspondence, technical documents and other written materials; make persuasive oral presentations of ideas and recommendations; exercise sound, independent judgment and initiative within established guidelines. Establish and maintain effective working relationships with all levels of management, team members, developers, contractors and engineers, representatives of other agencies, the public and other entities encountered in the course of the work.

The position is required to use appropriate safety equipment and follow approved safety procedures in performing work assignments. This position requires the flexibility to serve as a cross-disciplinary resource to best serve the needs of the company and will perform other duties as assigned.

### **Key duties/responsibilities of Assistant Construction Administrator:**

- Provide general inspection of construction activities for multiple projects, monitoring site work and installations by contractors, utility providers, etc. per contract specifications
- Audit projects for cost and constructability based on specified site plans and drawings
- Assist in the preparation of bid documents and technical specifications
- Participate in regularly scheduled staff meetings and communicate all issues of importance to management
- Timely and accurate completion of all reports and records maintenance

### **Required Qualifications**

- **Four (4) years** of experience or any combination of training, education, and experience equivalent to **four years** of full-time employment in paraprofessional engineering or the construction trades involving responsibility for designing, surveying, materials testing, construction, drafting, and/or review development projects. **A B.S. in Construction Management from an accredited institution will serve to meet the minimum experience requirement.**
- Working knowledge of principles and practices of civil engineering, design and construction, engineering survey principles, trends, techniques, mathematics, and compliance processes and procedures related to federal, state and local codes and regulations governing construction.
- Working knowledge of AutoCAD, Microsoft Office package as well as other company software packages.
- Must possess excellent communication, customer service, report writing and presentation skills
- Must possess a valid Driver's License and maintain an acceptable driving record