

**JOB TITLE: EDUCATIONAL FACILITY INSPECTOR**

**JOB DESCRIPTION:**

This employee, both Standard Licensed Inspector and Limited Licensed Inspector, is responsible for assisting the Director of New Construction in all functions related to planning, review, preconstruction, and construction and warranty resolution on district remodeling, renovation and/or new construction projects. This individual will routinely be stationed on-site at construction projects and will serve as the "Owner's Representative" for respective new construction, renovation and/or remodeling projects.

Duties of this position include but are not limited to:

1. Directly assisting the Chief Building Official to carry out the duties and responsibilities of the New Construction Department.
2. Assisting with construction document review.
3. Performing code compliance inspections.
4. Possessing an understanding of the Florida Building Code, State Requirements for Educational Facilities (SREF), Florida Fire Prevention Code and other codes associated with educational facilities.
5. Performing quality control and assurance inspections.
6. Serving cooperatively and productively as a project team member.
7. Representing the district in project team decisions, managing the project budget as well as reviewing invoices, pay applications and submittals.
8. Maintaining accurate and complete logs and reports associated with projects.
9. Assisting with district, local, state and/or federal reports.
10. Participating in negotiations with architects, contractors, design-builders and/or construction managers.
11. Providing project administration, oversight and coordination.
12. Working weekends, early mornings, night schedules and holidays to maintain the project schedule.
13. Coordinating efforts with Project Coordinators, Facility Specialist and other District employees.
14. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1.
  - a. Hold a valid Limited Inspectors license or a Standard Inspectors license as issued by the Department of Business and Professional Regulation,
  - b. Or, be registered as an Architect as provided by Florida Statute 481.222,
  - c. Or, be registered as a Professional Engineer as provided by Florida Statute 471.045.
  - d. Or, hold or show documentation of passing the appropriate examinations within six months from the date of employment for the Standard Inspectors license (Building, Electrical, Mechanical, and/or Plumbing).

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2. The applicant must have taken or take the course in the Building Code Requirements for Public Educational Facilities within six months from the date of employment.
3. Possess five verifiable years experience in the construction profession.
4. Demonstrate ability to manage multiple projects simultaneously.
5. Hold an appropriate and valid Florida driver's license for vehicles driven.
6. Demonstrate a record of safe driving.
7. Possess the ability to work effectively and cooperatively with coworkers and project team members.
8. Possess the ability to communicate effectively and appropriately in both oral and written form with design professionals, educational personnel, maintenance staff and construction workers.
9. Demonstrate a high level of computer literacy.

**DESIRED QUALIFICATIONS:**

1. Possess experience as a project manager, project superintendent, or contract administrator.
2. College degree, coursework or post high school educational training.