



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF BUILDING INSPECTOR	41*	A	6.753
BUILDING CONSTRUCTION INSPECTOR IV	39*	C	6.755
BUILDING CONSTRUCTION INSPECTOR III	37*	C	6.754
BUILDING CONSTRUCTION INSPECTOR II	35*	C	6.756
BUILDING CONSTRUCTION INSPECTOR I	33*	C	6.759

SERIES CONCEPT

Building Construction Inspectors perform a variety of building construction inspection and contract administration work requiring a broad knowledge of construction principles and practices involving all phases of building construction including plumbing, heating and electrical systems, structural design, air conditioning systems, site work and landscaping. The work also requires review and interpretation of construction contracts and plan specifications; resolution of discrepancies; and providing direction to contractors when needed involving change orders, clarification of building codes, pay requests, architectural drawings and specifications to ensure completed construction complies with plan design, specifications, contract agreements and the general conditions of the contract.

Review and interpret construction contracts and plan specifications for each phase of the construction process; attend preconstruction conferences, and construction meetings with contractors, architects and engineers regularly to verify compliance and obtain interpretation of code requirements, specifications, and building design.

Perform field inspections of construction sites to ensure each phase of construction complies with plan design, specifications, construction contract, building codes, State standards and OSHA requirements by comparison of completed construction work to contract specifications and industry standards; note discrepancies and take corrective action by issuing written notice and/or oral instruction to the general contractor; inspect existing structures regarding various construction, maintenance, and physical concerns.

Complete inspection reports, memoranda and other correspondence to ensure proper documentation is maintained for payment purposes; note discrepancies and completion dates as a chronological record of each phase of construction project; review and provide initial approval on contractor pay requests ensuring information is correct by comparing request to project schedule and negotiated percentages.

Perform material tests and/or schedule testing performed by outside contractors and observe, document and review the test results as outlined in the construction contract; maintain records of testing expenditures, process invoices and request additional funding as needed.

Confer with architects, design teams and other professional staff concerning change orders, clarification of building codes, pay requests, architectural drawings, specifications, shop drawings and submittals.

Schedule and inspect outside service connections with utility companies for gas, power, water, sewer and telephone service; coordinate inspection with other State agencies, enforce State safety and labor laws, and refer complaints to appropriate State agencies.

Examine plans for code compliance including preliminary and final working drawings of new and remodeled buildings using State regulations and adopted codes; identify corrective action needed and write report to inform

*** Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.**

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SERIES CONCEPT (cont'd)

applicant, other State agencies, and officials in relevant jurisdictions; discuss findings with applicants as needed. Perform related duties as assigned.

CLASS CONCEPTS

Chief Building Inspector: Under direction of a Project Manager IV, the incumbent is responsible for planning, organizing and coordinating the inspection function for the Public Works Board and supervising Building Construction Inspectors to include training and direction and evaluating performance. The incumbent also travels to construction projects throughout the State to oversee activities; ensures compliance with contracts for architectural, engineering and construction services; reviews construction plans, specifications and progress reports; and reviews and prepares change orders as needed.

Building Construction Inspector IV: Under general direction, incumbents perform the full range of duties in the series concept and in addition, supervise a staff of Building Construction Inspectors in an assigned region by assigning and reviewing work, providing training and direction, and evaluating performance.

Building Construction Inspector IV's are responsible for all building construction inspections within an assigned region and ensure inspections are performed properly; review daily construction logs, weekly status reports and pay requests for accuracy; and ensure construction plans and contract specifications are met.

Building Construction Inspector III: Under limited supervision at the journey level, incumbents perform the full range of duties in the series concept involving all phases of building construction inspection including plumbing, heating and electrical systems, structural design, air conditioning systems and landscaping to ensure compliance with construction contract and plan specifications. Inspectors at this level are assigned to major, multi-million dollar construction projects of buildings, facilities, and structures intended for the use of State personnel, the general public and others. Examples of such structures include State correctional facilities, university dormitories and classrooms, and National Guard facilities.

Building Construction Inspector II: Under general supervision, incumbents either:

- 1) perform some or all of the duties described in the series concept and work on projects of lesser complexity which do not require inspection of all phases of building construction. Examples of projects inspected at this level include office renovations, construction or modification of storage facilities, installation/removal of storage tanks, air conditioning units and other fixtures, and a variety of retrofit projects. Positions may be permanently allocated to this class; or
- 2) function in a continuing trainee capacity and are assigned to assist in major, multi-million dollar construction projects. Incumbents may progress to Building Construction Inspector III upon satisfactory completion of the probationary period, meeting the minimum qualifications and with the approval of the appointing authority.

Building Construction Inspector I: Under close supervision, incumbents receive training in the performance of all or part of the duties outlined in the series concept. This is the entry level in the series and provides for progression to Building Construction Inspector II upon satisfactory completion of the probationary period, meeting the minimum requirements and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require certification as a Plans Examiner at the time of appointment and will be designated at the time of recruitment.
- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

CHIEF BUILDING INSPECTOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, current certification as a Commercial Combination Inspector, and four years of building construction inspection experience that included plumbing, electrical, building and mechanical areas, and one year of supervisory experience; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: purpose and application of building codes; operations, services and activities of a building inspection program; application of engineering principles to a variety of construction projects; modern construction methods and related inspection requirements and techniques. **Ability to:** supervise the work of subordinates; coordinate work assignments, supplies, equipment and personnel; prepare and present a variety of oral and written reports; manage inspection services for the satisfactory completion of projects; interpret laws, rules and regulations and apply such interpretations to work situations; *and all knowledge skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State Personnel rules, regulations and principles applicable to hiring, training, evaluation and discipline of subordinate staff; contractual relations, including specifications and special provisions; labor and equipment costs; agency policies, procedures and standards related to the construction and inspection of State facilities. **Ability to:** plan, organize, coordinate and manage inspection activities.

BUILDING CONSTRUCTION INSPECTOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, current certification as a Commercial Building Inspector in three building construction trades (e.g., plumbing, electrical, building and mechanical) and three years of building construction inspection experience which included plumbing, electrical, building, and mechanical areas and required the review and interpretation of building codes, architectural drawings and specifications to ensure compliance with contract documents; **OR** one year of experience as a Building Construction Inspector III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: construction inspection techniques. **Working knowledge of:** modern and complex principles and practices of code interpretation and enforcement. **Ability to:** assess staff development needs; apply technical knowledge and inspection methods to examine the quality of materials and work performed and detect deviations from plans, regulations and standard construction practices; train and provide work direction to lower level staff; assign and review the work of others; represent the agency and provide information to the public, contractors and officials as required; resolve problems diplomatically within the agency; instruct others in the use of a variety of inspection tools; write reports and research issues related to projects and code compliance; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

BUILDING CONSTRUCTION INSPECTOR IV (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State Personnel rules, regulations and principles applicable to hiring, training, evaluation and discipline of subordinate staff; NRS and NAC as they relate to construction projects and capital improvement contracts; supervisory techniques. **Ability to:** assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints; supervise a variety of complex building construction inspection projects.

BUILDING CONSTRUCTION INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, current certification as a Commercial Building Inspector in at least one building construction trade (e.g., plumbing, electrical, building and mechanical) and two years of building construction inspection experience which included plumbing, electrical, building and mechanical areas and required the review and interpretation of building codes, architectural drawings and specifications to ensure compliance with contract documents; **OR** one year of experience as a Building Construction Inspector II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: application of building codes. **Working knowledge of:** engineering drafting methods, conventional symbols and sources of information; materials testing procedures and equipment; general building principles and practices; construction language and technical building terminology to communicate with contractors, inspectors and agency representatives. **Ability to:** perform thorough and accurate inspections of the construction, alteration or repair of buildings; inspect foundations, concrete, steel, masonry, woodwork, framing, plastering, plumbing, heating and electrical installations and a variety of other complex building system elements; perform thorough plan examination services for code compliance; write technically correct inspection reports and correspondence; check pay requests for small projects; perform plan examination services for code compliance; analyze information, problems, situations, practices and procedures to define problem areas and formulate logical and objective solutions; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies and procedures applicable to the inspection of major, multi-million dollar construction projects. **General knowledge of:** NRS chapters related to construction and capital construction projects.

BUILDING CONSTRUCTION INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education, three years of journey level building construction experience, and one year of building construction inspection experience in one or more of the construction trades; **OR** one year of experience as a Building Construction Inspector I in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: application of building codes and construction inspection techniques. **General knowledge of:** materials testing procedures and equipment; construction inspection techniques; engineering drafting methods, conventional symbols and sources of information; materials testing procedures and

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MINIMUM QUALIFICATIONS (cont'd)

BUILDING CONSTRUCTION INSPECTOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 equipment; general building principles and practices; construction language and technical building terminology to communicate with contractors, inspectors and agency representatives. **Ability to:** perform inspections of the construction, alteration or repair of structures and facilities; identify discrepancies found in building construction methods and techniques, plans, specifications and building codes; read and interpret contract document specifications, policy, procedures and legal documents; perform a variety of tests regarding building construction utilizing pressure gauges, light meters, slump cores, and other equipment; confer with agency representatives, contractors, property owners, public officials and other State agencies; use a personal computer and related equipment and software; detect substandard maintenance, repair and construction materials or methods; use field instruments for testing and inspection purposes; write technically correct inspection reports; adapt to changes in workload and adjust priorities quickly as circumstances dictate; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: functions of the different sections of the agency to obtain needed information and/or where to direct questions; agency policies and procedures related to building construction inspection, plans examination, architecture and engineering design; federal, State, county and city offices to coordinate and research projects; applicable federal, State and local building code requirements.

BUILDING CONSTRUCTION INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of journey level building construction experience, one year of which included work in a relevant building, plumbing, mechanical or electrical trade and required the review and interpretation of building codes, architectural drawings and specifications; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: basic application of building and fire codes and construction inspection techniques; safety procedures and OSHA requirements when working on a construction project. **Ability to:** read and interpret site drawings, construction plans and specifications, federal and State regulations and guidelines relating to building construction and inspection; add, subtract, multiply, and divide whole numbers, fractions and decimals.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities for Building Construction Inspector II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>6.753</u>	<u>6.755</u>	<u>6.754</u>	<u>6.756</u>	<u>6.759</u>
ESTABLISHED:	8/1/63	7/1/93P 8/31/92PC	7/1/01LG 6/29/01UC	12/1/65	3/1/64
REVISED:	12/19/85-12			2/26/76	12/1/65
REVISED:				7/1/93P 8/31/92PC	7/1/93P 8/31/92PC
ABOLISHED:	7/1/93				

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RE-ESTABLISHED:	8/11/95UC				
REVISED:	7/1/01LG	7/1/01LG		7/1/01P	7/1/01P
	6/29/01UC	6/29/01UC		6/29/01UC	6/29/01UC
REVISED:	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC	12/19/03PC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG