



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 – SUPERVISOR	39*	C	6.755
BUILDING CONSTRUCTION INSPECTOR IV – PLANS EXAMINER	39	C	6.757
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 the construction project; review and provide initial approval on contractor pay requests ensuring information is correct by comparing request to project schedule and negotiated percentages.

Review material test results as outlined in the construction contract; maintain records of testing expenditures; and may 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.

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

*** 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)

Perform related duties as assigned.

CLASS CONCEPTS

Chief Building Inspector: Under general direction of the Deputy Administrator for Code Compliance and Enforcement/Building Official, the incumbent is responsible for planning, organizing, and coordinating the inspection and/or plans examination function of the State Public Works Division. In addition, incumbents supervise Building Construction Inspector IV positions to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline and may supervise other lower-level Building Construction Inspectors and/or other professional, technical and/or administrative staff as assigned. Incumbents also travel to construction projects throughout the State to oversee staff and construction activities; ensure compliance with contracts for architectural, engineering and construction services; review construction plans, specifications, and progress reports; and review and prepare change orders as needed.

Building Construction Inspector IV- Supervisor: Under general direction of the Chief Building Inspector, incumbents perform the full range of duties described in the series concept and in addition, supervise a staff of Building Construction Inspectors in an assigned region to include performance evaluations, work performance standards, work assignment and review, scheduling, training, and discipline. The Building Construction Inspector IV - Supervisors 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 IV – Plans Examiner: Under general direction of the Chief Building Inspector, incumbents function as a Plans Examiner and examine plans for code compliance including preliminary and final construction documents of new and remodeled buildings using State regulations and adopted codes; identify corrective action where needed and prepare concise Plan Review Comment forms to inform the applicant, other State agencies, and officials in relevant jurisdictions of required corrections; discuss findings with applicants as needed; review and approve change orders as required; attend preconstruction conferences as needed. While incumbents are expected to be able to perform the full range of duties described in the series concept, their preponderant responsibility is as a Plans Examiner.

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

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CLASS CONCEPTS (cont'd)

Building Construction Inspector II: (cont'd)

- 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 meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

Building Construction Inspector I: Under close supervision, incumbents receive training in the performance of some or all of the duties described in the series concept. This is the trainee level in the series and progression to the next level in the series may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require certification as a Plans Examiner, in accordance with NRS 278.570, at the time of application and as a condition of continuing employment. These positions will be designated at the time of recruitment.
- * Pursuant to NRS 284.4066, 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.
- * A valid driver’s license is required at the time of appointment and as a condition of continuing employment.
- * Current certification as a Commercial Combination Inspector is required at the time of application and as a condition of continuing employment for the Chief Building Inspector and Building Construction Inspector IV - Supervisor.
- * Current certification as a Commercial Plans Examiner is required at the time of application and as a condition of continuing employment for the Building Construction Inspector IV - Plans Examiner position.
- * Current certification as a Commercial Building Inspector is required at the time of application and as a condition of continuing employment for the Building Construction Inspector III. An additional certification in at least one other construction trade (e.g., plumbing, electrical, mechanical, or accessibility) is required at the time of application and as a condition of continuing employment for the Commercial Building Inspector III for positions within the State Public Works Division.

CHIEF BUILDING INSPECTOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of building construction inspection experience that included plumbing, electrical, building, mechanical, and accessibility areas and required the review and interpretation of building codes, architectural drawings, and specifications to ensure compliance with contract documents and adopted codes, one year which was in a supervisory capacity; **OR** one year of experience as a Building Construction Inspector IV 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: purpose and application of building codes; operations, services, and activities of a

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MINIMUM QUALIFICATIONS (cont'd)

CHIEF BUILDING INSPECTOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
 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 - BOTH OPTIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of building construction inspection experience which included plumbing, electrical, building, mechanical, and accessibility 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:** 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.*

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 and two years of building construction inspection experience which included plumbing, electrical, building mechanical, and accessibility 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

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MINIMUM QUALIFICATIONS (cont'd)

BUILDING CONSTRUCTION INSPECTOR III (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

Construction Inspector II in Nevada State; **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, one year which included 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 equipment; general building principles and practices; construction language and technical building terminology to communicate with contractors, inspectors, and agency representatives. **Ability to:** perform

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

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.*

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MINIMUM QUALIFICATIONS (cont'd)

BUILDING CONSTRUCTION INSPECTOR II (cont'd)

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 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>6.757</u>	<u>6.754</u>	<u>6.756</u>	<u>6.759</u>
ESTABLISHED:	8/1/63	7/1/93P 8/31/92PC	10/7/22UC	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					
RE-ESTABLISHED:	8/11/95UC					
REVISED:	7/1/01LG 6/29/01UC	7/1/01LG 6/29/01UC			7/1/01P 6/29/01UC	7/1/01P 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
REVISED:	10/7/22UC	10/7/22UC		10/7/22UC	10/7/22UC	10/7/22UC