

# Senior Code Compliance Inspector / Site Manager

## Position Details

Class Code: 7710

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under administrative direction, supervises, plans, organizes, and evaluates assigned inspection services personnel who ensure construction projects are in compliance with plans, specifications, and applicable local, state, and federal codes, ordinances, and regulations.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises, trains, and schedules assigned inspection personnel to construction projects.
2. Conducts follow-up inspections at construction sites.
3. Attends rehabilitation and construction site meetings/inspections with contractors, architects, public utilities, and other government agencies regarding code compliance or inspection issues with construction projects.
4. Coordinates quality control testing conducted on construction materials with contracted testing agencies.
5. Monitors and records results of materials testing, including asphalt, cement, soil, and carpet.

6. Acts as liaison between planning, construction, maintenance, schools, contractors, and government agencies.
  7. Coordinates site visits and data collection in support of new construction, modernization, and special projects.
  8. Prepares formal notifications of construction problems, including materials and workmanship, to the Clark County School District's building official, project manager, and architect.
  9. Oversees the final inspection of completed construction projects and submits recommendations of acceptance for Certificate of Occupancy.
  10. Assumes responsibility for inspection of items on final punch list.
  11. Assures construction projects are complete prior to submitting Notice of Completion.
  12. Reviews change orders for code compliance and forwards to project manager(s).
  13. Reviews and comments on construction logs from inspectors and architects for accuracy.
  14. Assists in monitoring warranty items and works with outside contractors to resolve warranty issues.
  15. Provides input for evaluations of assigned staff.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves coordinating, supervising, and scheduling of assigned inspection staff responsible for inspecting code compliance of District construction projects.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of building construction and materials, site-work, and landscaping.
2. Knowledge of computerized project management tracking programs for documenting job progress.
3. Knowledge of building codes for local, state, and federal ordinances, such as Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), and health regulations.
4. Ability to read, interpret, apply, and check plans/specifications.

5. Ability to meet predetermined deadlines.
  6. Ability to read/interpret written and verbal instructions.
  7. Ability to prepare and maintain records/reports.
  8. Ability to plan and organize work.
  9. Ability to judge when to act independently and when to refer matters to an administrator.
  10. Ability to train, supervise, and evaluate employees.
  11. Ability to effectively communicate verbally and in writing.
  12. Ability to work flexible hours or shifts.
  13. Ability to work in confined areas.
  14. Ability to withstand heights and perform work safely.
  15. Ability to work cooperatively with employees, contractors, and the public.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Five (5) years of experience as a construction supervisor, superintendent, or inspector.
3. Two (2) current International Conference of Building Officials (ICBO) certifications.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Two (2) current ICBO certifications.

### **Preferred Qualifications**

Five (5) years of supervisory experience in construction, inspection, or related field.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
4. Current ICBO certifications.
5. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Employment Requirement - Must provide own reliable vehicle to perform and fulfill job duties.

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## Examples of Assigned Work Areas

Clark County School District facilities – offices, construction sites, existing buildings under renovation, schools, mechanical/equipment rooms, playgrounds, etc.

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## Work Environment

### Strength

Medium - exert force up to 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

### Physical Demand

Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near and far acuity, depth perception, focal length change, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Code books, architect's scales, engineer's scale, scientific calculator, magnifying glass, circle template, blueprints, specifications, District-issued/personal vehicles, ladders, personal protection equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 05/25/23
- Created: 05/01/84