

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CIVIL & LANDSCAPE QUALITY ASSURANCE CONSTRUCTION INSPECTOR/MANAGER

**Class Code: 7309
Grade: 58**

CLASS DEFINITION AND SUMMARY:

Under general direction, reviews and ensures plans and specifications, and manages construction inspections of civil and landscape construction projects to ensure compliance with plans, specifications, local, state, and uniform building codes and ordinance.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

- Examines Civil, Electrical, and Landscape plans and specifications of Clark County School District capital improvement projects to ensure compliance with building codes and ordinances and Clark County School District standards.
- Conducts quality assurance audits and prepares reports of document findings: develops corrective actions to support tasks problems and failures, monitors corrective actions, and conducts follows-up evaluations of quality and/or workmanship.
- Coordinates, interfaces, and acts as a liaison between other trades/crafts work units (Maintenance, Operations, New Construction, Environmental Services), to accomplish assigned work.
- Reviews, develops, and recommends changes to existing departmental workmanship/material standards.
- Provides technical and operational support and/or services to ensure quality assurance standards are met in providing support to various project tasks.
- Prepares and maintains documentation and reports on the progress and status of assigned construction projects, change orders, special projects safety program, etc.
- Assists in the research of equipment and/or material and the development of specifications: recommendations and implementation.
- Inspects site work and landscape construction to insure compliance with plans, specifications of construction material and workmanship, applicable state and local building codes, ordinances, regulations, and project progress; issues violation notices and performs follow-up inspections to correct violations and discrepancies with prints, specifications, and codes (within the department).
- Schedules work assignments of multi trades/crafts for retrofit construction projects.
- Coordinates work with school/department activities.
- Provides inventory and managerial control in the administration of projects costs.
- Assists and advises staff in matters relating to quality and completion of projects.
- Communicates with local and state agencies regarding site building codes and ordinances.
- Attends meetings with district administrators, contractors, architects, public utilities, and representatives for other government agencies regarding site issues.
- Reviews plans and provides input, including corrections to as-built drawings, (e.g., civil, electrical, and landscape requirements for projects).
- Researches materials, drawings, and physical work sites to ensure their compliance with federal, state, county, and city.
- Conforms to safety standards as prescribed.
- Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves plans examination, management, and coordination of construction inspections to ensure compliance with site building codes, specifications, and Clark County School District Design Manual.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to recognize, understand, and interpret local, state, federal, codes; such as, UBC, UMC, UPC, NFPA, ASME, and ADA regulations.
- Knowledge of irrigation and related systems (e.g., centrally computerized irrigation control systems, back flow prevention devices controllers, etc.
- Knowledge of large construction site work practices, procedures, and materials.
- Knowledge of landscape construction practices, procedures, and materials.
- Ability to read, interpret, and check plans and specifications.
- Ability to meet predetermined deadlines.
- Ability to read and interpret written and/or oral instructions.
- Ability to plan and organize work.
- Ability to communicate oral and written instructions.
- Ability to exercise judgment when to act independently and when to refer situations to an administrator.
- Ability to distinguish color-coded wiring.
- Ability to work flexible hours or shifts.
- Ability to work in confined areas.
- Ability to work cooperatively with employees, vendors, contractors, outside agencies, and the public.
- Ability to recognize and report hazards, and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

- High school graduation or other equivalent (e.g., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
- Eight (8) years experience in landscape construction, utility installation, and earth moving or journeyman experience in plumbing or electrical which includes two (2) years experience involving project management or site inspection on large landscape projects or civil construction; **OR,**
- Bachelor's degree in Landscape Architecture, Civil Engineering, Architecture, Construction Management or Ornamental Horticulture, with three (3) years experience involving project management or site inspection on large projects or civil construction; **OR,**
- Associate's degree in Landscape Architecture, Civil Engineering, Architecture, Construction Management or Ornamental Horticulture, with five (5) years experience involving project management or site inspection on large projects or civil construction.

LICENSES AND CERTIFICATES:

- Valid Class C Nevada Driver's License. Must be maintained during the duration of the assignment.
- Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement **and** at time of interview prior to final selection.
- Apprenticeship and/or journeyman certificate/card, if applying as a plumber or electrician.

PREFERRED QUALIFICATIONS:

- Certification in Centrally Controlled Irrigation System Operation.
- Courses in sprinkler design.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (e.g., GED, college, technical, or trade school transcript, foreign equivalency, etc.), if applicable.
2. Valid Class C Nevada Driver's License.
3. Copy of current driving history issued by the Department of Motor Vehicles.
4. Apprenticeship and/or journeyman certificate/card, if applicable.
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.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities-offices, construction sites, existing site projects under renovation, school's mechanical equipment rooms, playgrounds, athletic fields, etc.

Strength: Medium - exert force 20-50 lbs. occasionally, 10-25 lbs. constantly or negligible amount of force frequently to lift/stand/push/pull/carry.

Physical Demands: Frequent hearing, talking, handling, reaching, fingering, and feeling. Occasional stooping, kneeling, crouching, and balancing. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens or other monitoring devices. Vision: Occasional near and far acuity, depth perception, focal length change and color vision. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Varies from a climate controlled office setting to work out doors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Code books, architect's scale, scientific calculator, magnifying glasses, circle template, ladder, specifications, blueprints, hand and power tools, district issued/personal vehicles, computers, telephones, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).