

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

**Job Title: Facility Inspector & Project Manager (W04)**

Job Family: 08

Department: Facility Services

Lane Placement: 15 / 16

Supervisor's Title: Director of Facility Services & Staff Asst.

Contract: 245 Days

FLSA Classification: Non-Exempt

Hours per Day: 8

Department Approval: *[Signature]*

Date: 7-1-15

ADA Review: *[Signature]*

Date: 7-2-15

Human Resource Approval: *[Signature]*

Date: 7-1-15

Superintendent Approval: *[Signature]*

Date: 7/7/15

Original date: 04/93 Revised: 03/13 Revised: 07/15 Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services and staff assistant, the **Facility Inspector and Project Manager** coordinates and acts as one of the District's primary representatives in all Capital Outlay Projects, which includes new construction, District-wide capital outlay projects, special projects, facility remodels and renovations. Incumbent directs and works with architects, engineers, and other consultants to prepare specifications and work drawings. Incumbent may, with appropriate direction, design, draft, write specifications for small projects, and put them out to bid. Incumbent performs some estimating to establish and track budgets and ensure that all Federal, State and local codes are met or exceeded as specified in project documents.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Manage all functions of construction and act as one of the District's primary representatives to architects, engineers, contractors and other professionals through the entire design/build process.
- Design, draft and write specifications for small capital outlay projects and send out to bid. Manage all changes in construction as required by the District to facilitate and update necessary changes.
- Perform inspections on new construction, remodels and other capital outlay projects.
- Ensure all applicable code compliance, both national and local, are enforced.
- Perform some project cost estimating as part of the District budgeting process.
- Responsible for coordinating/scheduling work so that safety is maintained and deadlines are met.
- Assist in coordinating manpower and materials to meet schedules and deadlines and to ensure work is done to appropriate standards and codes.
- Responsible to coordinate with school and District personnel, patrons and outside contractors, consultants, suppliers. Must maintain effective public relations with all stakeholders.
- Manage issues and concerns between District staff and outside consultants.
- Ensure proper permits, enclosures and work practices are obtained and followed. Will also ensure proper supervision and coordination on all projects.
- Will work in both the office and in the field supervising projects.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Responsible for the safety of all District workers, non-District workers, District patrons and students through proper building surveillance, maintenance, project planning and design, and proper selection and training of project participants.
- Incumbent may be on call 24 hours for emergencies.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's Degree in building inspection, construction, facilities or related field PLUS six (6) years job related work experience with demonstrated competence or an equivalent combination of education and experience.
- To be eligible for Lane 16:
  - Requires successful completion of the mandatory classes in the areas of inspection (e.g. International Building Code, International Plumbing Code, International Mechanical Code, National Electrical Code) and pass the prescribed test to become ICC certified.
  - Requires certification as a State of Utah Commercial Building Inspector.
- License, certification or training preferred in Asbestos Abatement for Inspectors/Management Planners, Deputized State Fire Marshall responsible for State fire and safety codes, ADA requirements or other relevant area.
- Requires a valid Utah Driver's license.
- Must demonstrate competence in reading, writing and math.
- Requires a thorough knowledge of building construction techniques and detail.
- Requires ability to read and produce blueprints and specifications.
- Requires thorough knowledge of Federal, State and local regulations regarding asbestos and/or a working knowledge of UBD, UPC, NEC, UMC, and Life Safety Codes.
- Requires strong computer skills and expertise. CAD highly preferred.
- Must have a high degree of interpersonal skills.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems for the best interest of the District.
- Must be a team player. Incumbent will work with other members of the staff to draw upon their mutual knowledge and experience to resolve problems.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Trade specific machines, tools and equipment. Office machines, including computer, copier, scanner, etc.

### **Physical Requirements – Not limited to the following:**

- Occasional standing, climbing ladders/stairs/scaffolding, work in confined spaces, squatting, kneeling, stooping, balancing and working in awkward positions.
- Frequent sitting (up to 8 hours continuously).
- Occasional lifting from floor to waist up to 15 pounds, waist to shoulder lifting up to 15 pounds and carrying up to 15 pounds.
- Occasional near and far visual acuity and depth perception.
- May be required to wear protective clothing and a respirator at appropriate times.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.**