

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

CONSTRUCTION ELECTRICAL AND MECHANICAL INSPECTOR II

FLSA STATUS: NON-EXEMPT – PAY GRADE: 19 – C

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Construction Electrical and Mechanical Inspector performs technical inspections on construction projects for compliance with applicable Building Codes. The work requires knowledge of techniques, methods, and procedures used to inspect construction projects which are gained through specialized training and job experience.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Review construction documents and conduct inspections at construction sites to ensure compliance with applicable codes and acceptable construction practices as outlined in the National Electric Code, Florida Mechanical Code, the Florida Building Code and State Requirements for Educational Facilities (SREF) to fulfill State Statute requirements for authorized Building Permit issuance.

Coordinate plan review activity, construction inspection activity and assist in permit process documentation and recording related to project permits and annual permits for each facility location. Coordinate permit application review, issuance and tracking activities.

Identify and notify the immediate supervisor and building official, in writing, if a condition or procedure is observed to be incompatible with contract documents, applicable codes and/or College quality standards.

Enter inspection reports into database and prepare written notes of the construction site to include photographs and other documentation.

Read and understand electric and mechanical shop drawings and specifications in the preparation and performance of tasks and submits comments or concerns to the Architect or Engineer of Record and the Contractor.

Recommend new renovation and maintenance projects for inclusion in the College's annual capital improvement plan and/or the College's Computerized Maintenance Management System (CMMS).

Operate and employs standard office equipment such as telephone, personal computer, motor vehicle, hand tools and standard measuring devices and basic testing equipment.

Perform other related duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff, consultants and/or contractors.

MINIMUM QUALIFICATIONS

High school diploma and five (5) years of experience in the electrical and/or mechanical construction trade. Must possess an appropriate Journeyman license for commercial electrical and/or commercial mechanical projects and a current Department of Professional Regulation plan review or inspector certification(s) for commercial electrical and/or commercial mechanical projects. Such certifications and licensure must be maintained and current throughout employment.

PREFERRED QUALIFICATIONS:

Ten (10) years of experience at a technical or professional level in the electrical and mechanical construction trade. Master Electrician Certification and/or equivalent mechanical systems certifications.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Some tasks may involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of engineering, construction, and code ordinances.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of written materials that range from interoffice memoranda to construction reports. Requires the ability to speak with voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems, synthesis functions, conceptual thinking, and influence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain conclusions, and to follow oral and written instructions. Must communicate professionally, efficiently and effectively using Engineering, financial terminology.

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Numerical Aptitude: Requires the ability to add, subtract, multiply and divide. Requires the ability to interpret graphs and calculate decimals and percentages; to utilize high school and college geometry and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information. Requires excellent levels of form and spatial aptitude.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in utilizing modern office support equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people in giving and receiving instructions. Must be able to communicate professionally with a broad array of individuals in varying professions. Must be adaptable to performing under stress when confronted with emergency situation or tight deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions, to strong odors and/or smoke, to strong and/or toxic chemicals and to dust or pollen.

Effective: 10/03; Revised 4/17; 10/17