STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **10722-CSB**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Real Estate Services Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Construction Services Branch – Sacramento Area II	CLASS TITLE Construction Inspector II
WORKING DAYS AND WORKING HOURS Monday through Friday 7:00 a.m. to 3:30 p.m.	SPECIFIC LOCATION ASSIGNED TO Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 719-621-4032-006

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Construction Supervisor III, the incumbent performs work of average difficulty in connection with the making of detailed technical inspections of buildings and facilities under construction or alteration.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. **This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of, governmental decisions that may potentially have a material effect on personal financial interests. Failure to comply with the Conflict of Interest Code requirements may void the appointment.** **The Construction Services Branch performs inspection services throughout California. Due to changing workload, the incumbent may be assigned to various project sites throughout the State, requiring long-term travel.** All work is to be accomplished in accordance with guidelines of the Department of General Services (DGS), Construction Services Branch policies and procedures, California Code of Regulations, Title 24, the California Building Standards Codes, and the building industry standards. Drives a vehicle on large sites, from one site to another, and from one area to another area within the state which may require overnight stays of one or more nights as dictated by the work/project assigned in order to supervise and coordinate the inspection of the work through the use of a personal or state vehicle as directed by Construction Services Branch management. The performance of the following duties shall require substantial field work. The time in the field shall average between 55% and 85%. It will be a requirement that the incumbent transport all materials required for the job. Examples of materials are full set of the California Building Codes, plans and specifications, other reference materials and personal protective equipment needed**.**

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
John Palecek		

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
30%	**ESSENTIAL FUNCTIONS** Continuous review of the construction or alterations of one major or several minor construction projects. • Ensures contract and code compliance through interpretation of and in accordance with project plans and specifications. • Performs inspections required by the California Code Of Regulations, Title 24; and the California Building Standards Code and the State of California contract documents. • Reports on construction work in progress in order to inform the client agencies, RESD entities, and other governmental agencies of the project status through verbal and written techniques and in accordance with RESD policies and procedures and construction management tools and techniques.
25%	In order to meet the contract requirements, state and local building requirements, and laws in accordance with Title 24, the California Building Standards Code, other building industry standards and sound judgment; • Reviews quality of construction materials and workmanship during construction process and reports findings. • Ensures compliance with the work required by the contract documents (Specifications and plans, including verifying layout and checks lines and levels). • Advises the contractor, project manager/lead person of contract or code deficiencies. • Notices the contractor/project manager/lead person of corrective actions need to be in compliance with the contract documents and code (actions may include notice of deficiencies and/or notice of non-compliance). • These duties are performed through the review and analysis of the contract documents and the building standards.
15%	In order to coordinate and schedule special inspections in accordance with stated guidelines: • Keeps current on construction schedule using visual inspection, critical path schedule, progress meetings, and notification verbal and/or written by contractor. • Schedules inspection based on construction activities and status. • Notifies specialty inspectors (i.e. electrical, mechanical, etc.) as required by verbal and/or written communication. • Notifies testing labs as appropriate for the required testing. (Concrete, steel, soil, etc.) • Attends inspections and/or testing required by the California Building code and plans and specifications. • Collects, reviews, and files written reports of test results using specialty inspections and/or labs. • Reports non-compliant items to the lead person using daily diary and verbal communication.
15%	Writes a diary for each site visit concerning the construction project in order to document the progress and the activities through the use of a lap top computer (Microsoft-Word/Excel) and based on the Construction Services Branch Policy And Procedures Manual.
5%	Prepares monthly progress reports and prepares close out packages at the end of the project in order to communicate the status of the project(s) ongoing activities, progress schedule, the quality of the work and issues affecting the critical path through the use of specialized software (i.e. Microsoft Office XP) and internet use, as directed by Construction Services Branch Policy and Procedures Manual.
5%	Performs testing or sampling of materials in order to determine compliance of the installed materials with the contract through the use of various testing equipment in accordance with industry testing standards. Regularly requires the lifting of materials and/or equipment over 50 pounds (i.e. wheel barrels, concrete test samples and testing equipment) in order to accomplish the various inspection tasks utilizing proper safety methods in accordance with safety guidelines and office procedures.
5%	**MARGINAL FUNCTIONS** Consults and/or assists with consultation with design professionals regarding design intent and changes to the contract documents in order to clarify the issues and minimize disputes as well as construction claim issues through verbal and written communication in accordance with generally accepted inspection and construction management techniques.

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KNOWLEDGE AND ABILITIES

Knowledge of: Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings; the work of various building trades; various codes and safety orders applicable to building construction; methods of mixing, placing, and curing plain and reinforced concrete; mortar and grout mixes; forms and shoring; methods of steel frame erection and reinforced concrete construction; nature of soils and soil compaction techniques; plumbing, heating, ventilating, air conditioning, and electrical work.

Ability to: Detect poor quality building materials and workmanship utilizing visual inspection with knowledge of industry standards, code requirements, and test results; read,, understand, and detect deviations from plans and specifications by inspection; perform and interpret results from field tests; calculate material quantities; analyze situations accurately and take effective action; keep records of time and materials; prepare correspondence and write clear and comprehensive reports.

SPECIAL PERSONAL CHARACTERISTICS

Tact; keenness of observation; and physical stamina.

ADDITIONAL QUALIFICATIONS

- Possession of a valid California Driver's License (Class C).
- Apply your knowledge of Title 24, the California Building Standards Code, NFPA Chapters 13 and 14, CALTRANS standard specifications, plans and test methods.
- Perform basic personal computer skills including electronic mail (Microsoft Outlook), word processing (Microsoft Office-Word).
- Position may require background security clearance.
- Attend training classes as required and/or needed

DESIRABLE QUALIFICATIONS

- Current registration as an architect or engineer (civil, structural, mechanical, or electrical.
- Possession of a certificate in general building construction, inspection, or code enforcement from the: American Construction Inspector's Association; International Conference of Building Officials; Office of Statewide Health Planning and Development; other similar association or regulatory governmental organization; or current registration as an architect or engineer (civil, structural, mechanical, or electrical).

INTERPERSONAL SKILLS

- Work well with a team and independently
- Build good working relationships with contractors and clients

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Walk on uneven ground and around objects/materials scattered on the ground.
- Climb ladders or ships ladders.
- Ability to move the neck in an unrestricted manner from the front to back and from side to side in order to perform duties.
- Reaching by extending hand(s), arms(s) and foot/feet in any direction.
- Manipulate small components and controls using fine motor skills/manual dexterity.
- Visually inspect construction sites and workmanship.
- Hear within normal range for safety purposes in a construction area.
- Work in a noisy, vibration, dusty, machinery filled environment typical of a construction site.
- Walk or stand for extended periods of time.
- Work in inclement weather conditions.