

CLASS TITLE: CHIEF OF INSPECTIONS

Class Code: 02285500
Pay Grade: 35A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for and to supervise the work of subordinates engaged in the inspection of building construction and maintenance and repair projects on state-owned or leased buildings to insure work has been performed in accordance with contracts and project specifications; to participate in such inspections and to be responsible for project compliance assurance; to evaluate projects and estimate time and materials required to complete projects and to monitor each project's progress; to prepare service contract requirements and specifications; to coordinate and oversee programs for compliance with health and safety codes in state facilities; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgment; work is reviewed through conferences and reports for conformance to established policies, procedures and methods.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of all subordinate inspection personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for and to supervise the work of subordinates engaged in the inspection of building construction and maintenance and repair projects on state-owned or leased buildings to insure work has been performed in accordance with contracts and project specifications.

To participate in conducting building construction inspections, as well as, maintenance and repair inspections and to be responsible for project compliance.

To evaluate projects and estimate time and materials required to complete projects and to monitor each project's progress.

To prepare service contract requirements and specifications for building construction and maintenance and repair projects.

To develop and coordinate a program of inspection of state buildings for compliance with fire and life safety codes.

To oversee the implementation of programs for fire and life safety code compliance in state buildings.

To plan, assign, supervise and review the work of all subordinate inspection personnel.

To be responsible for the approval of vouchers as presented for payment for work completed by contractors.

To inform and advise a superior of apparent non-conformance to contract specifications.

To assure that final inspections of completed building projects are in adherence to plans, specifications and contracts before final payment is made, and to prepare appropriate documents and reports for each project.

To confer with architects and contractors regarding the interpretation of project plans and specifications.

To perform preliminary plan and project specification reviews with contractors who have been awarded building construction and maintenance and repair contracts.

To keep all records concerning fire and life safety code inspections, variances, certifications and re-inspection requirements and to arrange for re-inspections to maintain all certificates up to date.

To prepare reports and recommendations as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of building construction and repair; a thorough knowledge of materials and equipment required for each project and the ability to apply such knowledge in evaluating the project's timeliness and conformity; the ability to interpret and apply construction plans, contracts and specifications; the ability to plan, assign, supervise and review the work of an inspection staff; the ability to establish and maintain effective working relationships with superiors, subordinates, contractors, local building officials and the general public; the ability to prepare written reports and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a responsible position involved with the inspection of building construction and materials.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

1. At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate; **and**

2. Must possess and maintain a valid Rhode Island driver's license as a condition of employment.

Class Revised: February 20, 2005