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Class Specifications for the Class:

BUILDING CONSTRUCTION INSPECTOR I

Duties Summary:

Inspects the construction of buildings and structures of simple design to determine whether construction methods, practices, materials and workmanship conform to the provision of contracts, agreements, plans and specifications; and performs other related duties as required.

Distinguishing Characteristics:

This is the entry-level class in the Building Construction Inspection series. Positions in this class independently inspect standardized procedures, items or operations of limited difficulty. Assignments involve independent inspection, testing and observation of construction activities to check adherence to safety practices and requirements, and the preparation of records and reports.

Assignments may involve, for example, the inspection of a variety of unrelated construction processes of limited complexity, such as excavating, placing and compacting concrete, installation of standard electrical wiring, plastering, and installation of mechanical equipment in buildings, etc.

Inspectors maintain work relationships with contractor supervisory personnel. Contacts involve obtaining information on sequence of operations and work methods, explaining standard requirements of plans and specifications, and informing the contractor of inspection results. Inspectors at this level receive specific assignments from a supervisor usually a higher-level inspector, who furnishes guidance through periodic conferences and checks manner of performance to insure compliance with established requirements.

Examples of Duties:

Inspects buildings and similar structures to insure that construction, alteration or maintenance work being performed complies with approved plans and specifications and the provisions of building and zoning codes; inspects all phases of construction pertaining to the construction of simple buildings following established standards; inspects the quality of materials and the methods of construction for wood framing, concrete work, steel erection, lathing, plastering, tile work, masonry, carpentry, plumbing, painting and

electrical work for compliance with the requirements of the plans and specifications; checks the quality of materials and workmanship during construction phase; estimates quantities of work accomplished during construction operation; prepares daily construction reports; writes up work orders or extra work orders when changes in plan are authorized.

Knowledge and Abilities Required:

Knowledge of: Proper methods of building construction; materials used, e.g. grades of lumber, concrete mix, quality of paint, etc.; accepted safety standards; proper methods of inspection for the general building trades; quantity calculations; construction equipment and its proper use; appropriate building and zoning codes.

Ability to: Apply appropriate building inspection methods; ability to read and interpret plans and specifications; observe and determine the quality of materials and workmanship; recognize good construction practices and spot deviations therefrom; keep records; prepare daily progress reports; deal tactfully and effectively with contractors and their representatives; give and receive oral and written instructions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class BUILDING CONSTRUCTION INSPECTOR I by the Department of Education Civil Service system.

DATE APPROVED: DEC 20 2005

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
Assistant Superintendent
Office of Human Resources

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Class Specifications for the Class:

BUILDING CONSTRUCTION INSPECTOR II

Duties Summary:

Inspects the construction of complex buildings and structures to determine whether construction methods, practices, materials and workmanship conform to plans and specifications, contracts, agreements and acceptable construction standards; resolves problems based on instructions; and performs other related duties as required.

Distinguishing Characteristics:

This is the full performance level for building construction inspection work of normal difficulty. The work involves a broad range of inspection functions for a variety of construction operations, materials and methods under varying conditions and requirements. The work requires a broader and more intensive knowledge of construction than that required at the next lower level.

Assignments in this group may involve inspection of an entire project of moderate size or complexity such as multi-story concrete or steel buildings; comparable inspections of various phases of larger project such as preparation of the foundation, placement of concrete, steel erections or hardware installations.

Personal contacts are more demanding than those at the next lower level in that positions in this class interview contractor personnel to insure that complex standards and requirements are maintained. They contact contractors to explain requirements and to discuss plans for work accomplishment to insure that contractors comply with contract plans and specifications.

A position in this class typically works under the supervision of an inspector of higher grade who assigns projects and furnishes pertinent contract data, plans and specifications. Following the initial briefing, the supervisor meets periodically with the inspector to discuss progress of work and unforeseen complications or change orders. A position in this class is normally authorized to accept or reject construction activities based on its conformance with specified requirements. However, when it appears that a decision may result in a controversy, such cases are discussed with the supervisor prior to taking action.

Examples of Duties:

Inspects and measures construction materials used, and checks methods employed in the construction at hand; inspects the erection of false work and concrete forms used; accepts or rejects concrete forms, construction equipment and materials, based on specifications or modifications approved by a higher-level inspector; keeps detailed work-completed and materials-used records; prepares and submits routine inspection reports, as directed; prepares monthly progress reports concerning the construction project.

Knowledge and Abilities Required:

Knowledge of: Proper format, content and terminology used in plans and specifications in the construction industry; methods and practices used in construction work; common tests for construction materials, including structural steel, wood, concrete aggregates and asphaltic concrete; construction equipment and its proper use; mathematics; safety practices and procedures; appropriate building and zoning codes.

Ability to: Read and interpret plans and specifications, observe and determine the quality of materials and workmanship through inspection or testing and determine its compliance with specifications; recognize good construction practices and spot deviations therefrom; make mathematical computations; keep records; prepare reports; deal tactfully and effectively with contractors and their representatives; give and receive oral and written instructions.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class BUILDING CONSTRUCTION INSPECTOR II by the Department of Education Civil Service system.

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Office of Human Resources

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Class Specifications for the Class:BUILDING CONSTRUCTION INSPECTOR IIIDuties Summary:

Assists an Engineer in the administration of building construction and other contracts; supervises inspectors of a lower grade; reviews plans and specifications; represents an Engineer during inspection of minor projects; and performs other related duties as required.

Distinguishing Characteristics:

Incumbents of positions in this class have extensive contacts with contractor representatives to promote cooperation and resolve differences. These contacts relate to problems of work scheduling, interpretation of plans and specifications, work methods, acceptability of workmanship and changes to the plans. Incumbents of positions in this class will consult with contractors, user agency personnel, designers and others to resolve problems and expedite the work.

Assignments are typically characterized by responsibility for the concurrent inspection of several construction projects, including assigning work, supervising and instructing subordinate inspectors. In addition, a Building Construction Inspector at this level may inspect projects of unusual difficulty and complexity.

Examples of Duties:

Assignments typically involve a combination of tasks such as:

Assigns and reviews the work of subordinate inspectors to assure that all projects or phases or sections of the projects receive full and adequate inspection coverage; makes periodic inspections during progress of the work to insure that material, equipment and workmanship conform to approved plans and specifications and acceptable construction standards; initiates action to rectify unacceptable workmanship and non-compliance; uses experienced judgment in determining what matters should be referred to supervisor for consideration and action; attends pre-construction conferences on projects; conducts on-the-job training for new and subordinate inspectors; and during the absence of supervisor, assumes the general duties working within prescribed policy.

Maintains field project files; reviews plans and specifications and other submittals from contractors and vendors; processes substitution requests and other submittals from contractors; reviews and gathers substantiating data for time extension requests;

discusses problems with contractor's representatives; drafts change orders and correspondence; checks statements of contract time, monthly estimates, cost estimates, etc.; prepares necessary reports; obtains and verifies data as needed and prior to closing of contract; and participates in final inspections.

Performs inspections involving substantial complexities, e.g. inspects various aspects of multi-story and/or multi-million dollar structures that are constructed by a variety of private builders. Works with the engineer-in-charge and builders to identify and insure correction of deficiencies, to interpret and explain State requirements, and to resolve problems such as unauthorized deviations from approved plans and specifications. Inspects structures involving complex construction problems, e.g. the installation and testing of complex and sophisticated electrical or mechanical systems in a large multi-story, special purpose building.

Knowledge and Abilities Required:

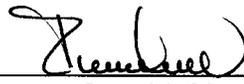
Knowledge of: Pertinent building codes and ordinances of the State of Hawaii, the City and County of Honolulu or the appropriate County; proper acceptable methods of highly specialized building construction; principal methods for inspecting work in general building trades, the materials used and accepted safety standards; quantity calculations; fundamentals of public relations; and principles of supervision and employee relations.

Ability to: Apply proper building inspection methods; interpret and apply technical building codes and ordinances; read and interpret building plans, schematic drawings, and specifications; deal tactfully with contractors, workmen, subordinates and the general public; supervise and coordinate the work of subordinate building inspectors.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class BUILDING CONSTRUCTION INSPECTOR III by the Department of Education Civil Service system.

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