



HUMBOLDT STATE UNIVERSITY



Construction Inspector (Administrator II)

Review Date: January 18, 2008

The Place

Humboldt State University, located in the rural redwood forest region of the California coast range, is the northernmost of the twenty-three campuses of the California State University. The Redwood Coast is world-famous as a "paradise with an ocean view." The campus community of Arcata, 90 miles south of the Oregon border, is acclaimed by Outside Magazine as one of the top 15 towns in the U.S. in which to study, work, play and live. Find endless adventure among our fabulous beaches, numerous state parks and rivers, scenic mountain ranges, accessible wilderness, abundant campgrounds and the wildflowers of Humboldt County's high country. A faculty of over 400 provides instruction and support for approximately 7,500 students. Additional information about the university can be found at www.humboldt.edu.

The Position

The Construction Inspector personally ensures that the project is being constructed according to approved design and schedule documents. The Construction Inspector contributes technical expertise to the project team regarding regulatory compliance and quality standards. The Construction Inspector is responsible for accepting or rejecting fieldwork and for documenting jobsite activity.

- Has current and accurate knowledge of the plans, specifications, and the status of the contractors' work at all times;
- Personally observes, checks and measures items placed in the work for compliance to the contract documents;
- Maintains a diary of daily written and photographic reports describing the work performed in a concise and factual manner, noting milestones, problems, and unusual events;
- Produces compiled and summarized reports as requested;
- Inspects all materials immediately upon their delivery to the site to ensure that they comply with the specifications and approved submittals, are in good condition, undamaged, and stored properly;
- Supervises and/or performs on-site testing and ensures that the testing laboratory, general contractor, or engineer, as specified in the contract documents, performs all required tests; checks and reports all failed tests and tracks testing performed by the testing laboratories, and checks to see billings reflect only testing actually performed;
- Coordinates all service contracts for testing laboratories and others as directed;
- Coordinates and monitors any inspections or corrections required by other authorities having jurisdiction, including the State Fire Marshal;
- Assists the Project Manager as needed with accumulation and/or research of back-up information regarding the progress and quality of the work;
- Creates and maintains field records of contractors' time and materials as needed;
- Verifies that contractors' are maintaining accurate as-built drawings;
- Monitors completion and turnover of operation and maintenance data and record drawings;
- Reviews all warranties, keying, O&M manuals, and completion of final punch list items required by the contract documents; confirms that the requirements of the contract have been met prior to certifying the completion of the work in writing;
- Supervises and/or trains assistant inspectors and/or student construction management interns.

Qualifications

Five years of relevant work experience resulting in a working knowledge of a broad spectrum of construction trades and deep knowledge of at least one. Relevant work experience includes construction management, construction inspection, plans examination, code enforcement, facilities management, supervisory/lead role in construction trade. Undergraduate and/or graduate degree in related field may

be substituted for one year of work experience each; undergraduate and/or graduate degree in unrelated field may substitute for one half year of work experience each. Related fields include construction management, architecture, engineering, and facilities management. ICBO/ICC, DSA inspector certification(s) or Journeyman's certificates may be substituted for one year of work experience. Must have or acquire OSHPD inspector certificate within 24 months of hire. Strong oral and written communication skills (clarity, grammar, style), excellent attention to detail and documentation skills, the ability to manage large volumes of information, to prioritize, to complete routine tasks despite frequent interruptions, and to work with a minimum of supervision. Demonstrated ability to establish and maintain cooperative working relationships with a wide variety of people and to perform calmly and professionally under stressful conditions. Must be willing to work some nights, weekends, and holidays and to be responsive to off-hour calls. Must be willing and able to work in hazardous, unfinished, and weather-exposed conditions associated with construction sites.

Compensation

This position is covered by the California State University Management Personnel Plan, with an excellent benefits package. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. The salary range for this position is \$50,000 to \$70,000. Additional Management Personnel Plan information can be found at the following website: www.calstate.edu/HRAdm/policies/mpp.shtml.

Application

Applications will be accepted until the position is filled. Applications received by January 18, 2008 will be considered in the first review. Submit a letter of interest, current resume, and contact information for three professional references to:

Chair, Construction Inspector Search Committee
c/o Human Resources Department
Humboldt State University
Arcata, CA 95521
Phone: 707/826-3626
Fax: 707/826-3625

www.humboldt.edu/~hsuhr/vacancies.html

Email: hsuhr@humboldt.edu

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Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu

Humboldt State University is an Equal Opportunity/Title IX Employer. Applications from and nominations of qualified women, minority candidates, Vietnam veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.