

UNIVERSITY OF CALIFORNIA, RIVERSIDE INVITES APPLICATIONS FOR THE POSITION OF CONSTRUCTION INSPECTOR (2 POSITIONS)

❖ **About UC Riverside:**

In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

❖ **About Capital Programs:**

The Capital Programs Division provides high quality services in the areas of Capital Resource Management, Capital Finance, Real Estate, Architecture, Engineering, and Sustainability. The Capital Programs Division is responsible for the development of the Capital Improvement Program, physical planning for the campus, and campus-wide space management and inventory; lease and license administration (office, cell sites, ATM's, etc.); public/private joint ventures (third-party development); acquisition and disposition of real property; the Faculty Housing Program; the Mortgage Origination Program; and providing the Riverside campus with a physical environment which supports the teaching, research and public service goals of the university.

❖ **Essential Functions:**

Under the general direction of the Inspection & Quality Assurance Manager, the Construction Inspector conducts complex field inspections to ensure construction projects are completed in compliance with plans, construction processes, trade practices, and building and safety codes. The Construction Inspector ensures the compliance of construction documents; prepares timely, accurate and concise written reports of construction performance and the progress of assigned projects; reviews and distributes project shop drawings, progress schedules, and submittals; provides information for change orders and as-built records; and participates in preliminary and final inspections before acceptance of contractor's work. The Construction Inspector assists the Quality Assurance Manager with inspections of new construction and modifications to existing construction, in consultation and collaboration with University representatives, consultants, testing laboratory personnel and geotechnical engineers.

Key Responsibilities include:

Support the Capital Projects Inspection and Quality Assurance Building program by:

- Inspecting the use of materials, and workmanship of all new construction and renovation projects, including buildings, facilities, site development, and utility systems
- Reporting non-conforming conditions and conferring with contractors to resolve issues pertaining to project schedules, hazardous job conditions, and methods of construction
- Participating in pre-bid functions, construction kick-offs, and construction review meetings as required
- Consulting with University representatives, contractors, consultants, testing laboratory personnel, and geotechnical engineers with regard to construction matters affecting the project and compliance with the contract documents, OSHA regulations and University standards
- Coordinating and supervising testing laboratory personnel for special inspections and structural testing
- Coordinating utility shutdowns with Physical Plant, Campus Police and other involved departments
- Assisting in the preparation of punch list items to be corrected before final inspection
- Participating in final inspections and signing acceptance documents upon completion of work
- Completing verifications and sign-offs of inspections completed by Associate and Assistant level Inspectors as required

Key Responsibilities continued:

Ensure inspection program documentation is administered, in accordance with legal and regulatory requirements, UCR, and UCOP policies by:

- Verifying the conformance and non-conformance of construction documents, and coordinating required changes with project staff
- Documenting the inspection process and issuing timely and accurate daily reports that reflect construction performance and progress of assigned projects
- Assembling and distributing request for information (RFI), submittals, change orders, reports, etc.
- Maintaining updated plans and specifications that reflect contract requirements
- Ensuring contractors maintain updated as-built drawings that depict all field routed or field-located equipment, piping ducts etc. and any deviations from construction
- Assisting in the review of construction schedules, payment, and change order requests and make recommendations to management with regard to progress payments for approved and delivered materials

❖ Minimum Requirements:

Education and Experience: Registered certificate in one or more construction disciplines (electrical, mechanical, plumbing, civil, etc.) and a minimum of five (5) years of field related experience in building or utility construction work, including three (3) years of experience as an inspector or superintendent of major construction work; or an equivalent combination of education and experience

Demonstrated working **knowledge** of California Administrative Code, specifically building codes (e.g. Title 24, etc.), and DSA (Division of the State Architect) laws and regulations (Handicap access regulations); construction practices in all types of construction (i.e. institutional, medical, commercial, residential, and scientific/technical; and construction costs and estimating

Skill in writing construction progress and contract compliance reports; reading plans and interpreting construction documents; operating personal computers and digital cameras; and coordinating construction interface activities

Ability to read and interpret construction contract documents specifications, drawings, and related technical data to use while inspecting contractor's work; communicate tactfully and effectively with a variety of individuals (e.g. architects, engineers, project managers, and contractors); prioritizing workloads as is necessary due to changes in availability and deadlines, for self as well as for the Inspection Staff; establish and maintain cooperative working relationships with colleagues; manage and supervise other staff inspectors as well as specialty and/or testing lab inspectors; and use civil

Physical Demands and Working Conditions: Requires the ability to bend, stoop, kneel, twist, stand and walk for prolonged periods of time; work at heights up to ten to twelve feet on ladders and stairs; use hand held devices; work out doors in all types of weather conditions; carry materials or equipment weighing from to 10 to 50 pounds; lift equipment or materials between 50 to 75 pounds; work safely near roadways with heavy traffic; and operate a motor vehicle

❖ **Preferred Qualifications:** Knowledge of UC standards and federal, state and local codes as they pertain to design and construction; and Division of State Architect certification (License)

❖ **Conditions of Employment:** This is a **full-time 2 year contract** position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Overtime and shift work may be required. The budgeted annual starting salary range for this position is **\$61,968 - \$89,436** . All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

❖ **Benefits of Belonging:** We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service:
http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

❖ **Application Instructions:** To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website <http://jobs.ucr.edu> and selecting the browse jobs link. The Construction Inspector position number is **201110061523**.

❖ **Filing Date: Open until filled**