

JOB TITLE:	Field Inspector	FLSA STATUS:	Exempt
DEPARTMENT:	Construction Administration		
REPORTS TO:	Construction Manager		

Overview of Position:

This position is responsible for planning and coordinating all field inspection activities to ensure compliance with job specifications.

Essential Functions:

% Of Time

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| <ul style="list-style-type: none"> • Provide routine construction inspection services as reflected in the Contractor’s estimates and pay requests, and furnish recommendations for the Owner’s approval or other action | 35% |
| <ul style="list-style-type: none"> • Oversee construction effort to ensure project is constructed in accordance with design, budget, and schedule, as well as all company, client, and project policies, procedures, standards, etc. | 25% |
| <ul style="list-style-type: none"> • Coordinate necessary testing required on each project to ensure facility adequacy | 15% |
| <ul style="list-style-type: none"> • Interface on behalf of the company with client representatives, architectural representatives, subcontractors, and security | 15% |
| <ul style="list-style-type: none"> • Maintain official project log and documentation files | 5% |
| <ul style="list-style-type: none"> • Prepare sketches of construction installations that deviate from plans and incorporate changes into master plans | 5% |

Secondary Functions:

- Other duties as assigned

Qualifications:

- Bachelors Degree in Construction, Engineering or relates field preferred
- Minimum of eight (8) years of progressive experience in the construction administration field, including
- Ability to work with all levels of the organization, including the ability to communicate and interact effectively with people from multi-functional and diverse backgrounds
- Ability to successfully resolve construction problems that are of moderate difficulty
- Excellent planning, time management, collaboration, and decision-making skills. Strong bias for action and demonstrated ability to drive assignments to closure within established timelines, to set priorities and to respond to changing demands from multiple sources
- Maintain a professional appearance and behavior
- Must be well organized

- Strong bias for action and demonstrated ability of drive assignments to closure within established timelines, to set priorities and respond to changing demands from multiple sources