

Civil and Landscape Quality Assurance Construction Inspector / Manager

Position Details

Class Code: 7309

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, reviews plans/specifications; manages civil and landscape project inspections to ensure compliance with plans, specifications, uniform building codes (UBC), and local/state building codes and ordinances.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Examines Clark County School District capital improvement projects' civil, electrical, and landscape plans/specifications to ensure compliance with building codes, ordinances, and District standards.
2. Conducts quality assurance audits and prepares reports of findings; develops/monitors corrective actions and conducts follow-up evaluations of quality/workmanship.
3. Acts as a liaison between other trades/crafts (i.e., Maintenance, Operations, New Construction, Environmental Services, etc.) to accomplish assigned work.

4. Reviews, develops, and recommends changes to existing departmental workmanship/materials standards.
 5. Provides technical and operational services to ensure quality assurance standards are met.
 6. Prepares and maintains documentation/reports on the progress and status of assigned construction projects, change orders, special projects, safety programs, etc.
 7. Assists in researching equipment/materials and developing specifications (i.e., recommendations, implementation, etc.)
 8. Inspects site work and landscape construction to ensure projects' progress and compliance with plans, materials/workmanship specifications, and state/local building codes, ordinances, and regulations; issues violation notices and performs follow-up inspections to correct violations/discrepancies with prints, specifications, and codes (within the department.)
 9. Schedules multiple trades' work assignments for retrofit construction projects.
 10. Coordinates work with school/department activities.
 11. Provides inventory/managerial control in the administration of project costs.
 12. Advises staff regarding projects' quality and completion.
 13. Communicates with local/state agencies regarding site building codes and ordinances.
 14. Attends meetings with District administrators, contractors, architects, public utilities, and representatives from other government agencies regarding site issues.
 15. Reviews plans and provides input, including corrections to as-built drawings (i.e., civil, electrical, and landscape requirements for projects.)
 16. Researches materials, drawings, and physical work sites to ensure compliance with federal, state, county, and city regulations.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Examines plans and coordinates/manages construction inspections to ensure compliance with site building codes, specifications, and the District Design Manual.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge and ability to recognize, understand, interpret, and apply all local, state, federal, codes/regulations, including Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), American Society of Mechanical Engineers (ASME), Americans with Disabilities Act (ADA), etc.
 2. Knowledge of irrigation systems (i.e., centrally computerized irrigation control systems, backflow prevention devices, controllers, etc.)
 3. Knowledge of construction site work practices, procedures, and materials.
 4. Knowledge of landscaping practices, procedures, and materials.
 5. Ability to read, interpret, and check plans/specifications.
 6. Ability to meet predetermined deadlines.
 7. Ability to interpret written and verbal instructions.
 8. Ability to plan and organize work.
 9. Ability to communicate verbal and written instructions.
 10. Ability to judge when to act independently and when to refer situations to an administrator.
 11. Ability to distinguish color-coded wiring.
 12. Ability to work flexible hours/shifts.
 13. Ability to work in confined areas.
 14. Ability to work cooperatively with employees, vendors, contractors, outside agencies, and the public.
 15. Ability to recognize/report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Seven (7) years' experience in landscape construction, utility installation, and earth moving; or,
Journeyman certification in plumbing or electrical, and two (2) years' experience in project management/site inspection of landscaping projects or civil construction; or,

Associate's degree from an accredited college/university in landscape architecture, civil engineering, architecture, construction management, or ornamental horticulture, and five (5) years' experience as described above; or, Bachelor's degree from an accredited college/university in landscape architecture, civil engineering, architecture, construction management, or ornamental horticulture, and three (3) years' experience as described above.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

1. Certification in Centrally Controlled Irrigation System Operation.
2. Courses in sprinkler design.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Journeyman certificate, if applicable.
3. Transcript(s) from an accredited college/university, if applicable.
4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
6. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Must provide own reliable vehicle to perform job duties.

Examples of Assigned Work Areas

District facilities – offices, construction/renovation sites, school mechanical equipment rooms, playgrounds, athletic fields, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs. constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, codebooks, architect's scale, scientific calculator, magnifying glasses, circle template, ladder, specifications, blueprints, hand/power tools, computers, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/07/23
- Created: 01/17/88