

Title: Construction Inspector, Assistant

Job Number:

Job Family: Inspector, Construction

Grade:

Date Prepared: 4-12-2019

Exempt/Nonexempt: Non-Exempt

Purpose and Scope:

Provide inspection services under direct supervision of senior inspector for assigned construction projects to include: daily log reporting input, inspection of work for specific construction discipline per approved drawings and specifications and approved shop drawings; identification and tracking on non-conforming work or materials, compliance with approved safety plans and State and Federal environmental regulations and permits. Works under general supervision and direction of project personnel. May involve odd work weeks and working at heights. Must be able to certify for fall protection PPE use.

Essential Responsibilities:

1. Develop official project punch lists under guidance of higher level project or department personnel from scheduled project walk downs.
2. Observe and witness all specified testing in addition to mandatory hold point inspections such as fire alarm systems, piping pressure testing, and insulation resistance.
3. Serve as point of contact for environmental support organizations who are responsible for routine sampling, monitoring, testing, controlling, packaging and disposal of regulate and non-regulate hazardous wastes.
4. Assist with departmental operations to maintain workflow or response to emergency conditions.
5. Daily site walkdown inspection with mentor
6. Complete a Daily Log of Construction documenting all project activity. Submit for review prior to signing.
7. Review to understand basic contractor construction schedule as this relates to pay request.
8. Odd work shift may be required.
9. Support for project tasks including outages, learn Electronic Work Request System, pre-task briefings and weekly status meetings.
10. Work closely with the customer's project team.

Perform all other position related duties as assigned or requested.

Minimum Position Knowledge, Skills, and Abilities Required:

Associate's degree in engineering, construction management or related field and two (2) years experience on construction projects preferred. Equivalent education/experience in one or more of the following construction fields: civil/structural, mechanical, electrical, fire alarms systems, building controls systems. Previous work experience on government construction projects is preferred. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Work Environment, Physical Demands, and Mental Demands:

Most positions involve work typical of office environment, occasional lifting to 20 pounds, constant sitting with occasional use of computer terminal, constant use of sight abilities while reviewing documents, constant use of speech/hearing abilities for communication, constant mental alertness, must possess planning/organizing skills, and must be able to work under deadlines. Some positions involve work in environments (e.g., shipboard, labs, outside locations, etc.) where mechanical equipment, etc. is installed, tested, analyzed/monitored, operated, and/or maintained. Equipment may be loud and noisy or have exposed moving components. Such positions may involve routine lifting up to 50 pounds, regular handling, grasping, kneeling and carrying, and constant use of vision and mental alertness is required. This classification may include managing hazardous materials or other environmental responsibilities.

Other Responsibilities:

Safety – PSP enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe work environment. As appropriate, each employee is responsible for completing all training requirements and fulfilling all self-aid/buddy aid responsibilities, participating in emergency response tasks and serving on safety committees and teams.

Quality – Quality is the foundation for the management of our business and the keystone to our goal of customer satisfaction. It is our policy to consistently provide services that meet customer expectations. Accordingly, each employee must conform to the PSP Quality Policy and carry out job activities in compliance with applicable PSP Quality System documents and customer contracts. Each employee must read and understand his/her Quality Management and Customer Satisfaction responsibilities.

Procedure Compliance – Each employee must read, understand and implement the general and specific operational, safety, quality and environmental requirements of all plans, procedures and policies pertaining to his/her job.