

School District No. 43 (Coquitlam)

CLASS SPECIFICATION

CAPITAL CONTRACT INSPECTOR

SUMMARY:

The Capital Contract Inspector reports to the Assistant Manager of Projects and/or Capital Projects Coordinator ensures that the assigned projects conform to contract documents and applicable regulations.

DUTIES:

Reads and interprets contract documentation including: 3 part technical specifications; architectural, mechanical, electrical, structural, and landscape drawings.

Evaluates as-built installation to ensure conformance with project documents.

Supervises assigned capital contracts through site inspection of work in progress; ensures compliance with bylaws and codes; prepares detailed inspection reports, investigates shop drawing preparation and scheduling.

Investigates contractor's product delivery schedules, manpower levels and compliance with W.C.B. regulations.

Liaises with contractors, design professionals, district staff and municipal inspection authorities.

Provides regular capital inspection reports to summarize progress and establishes and maintains a photographic record of work in progress.

Collects data and feedback from project participants for input into change orders and future projects.

Coordinates assigned capital contracts within the day-to-day operating environment of the school district.

Provides liaison with other departments and facilities staff to ensure that contractors have access to work; that necessary temporary furniture and equipment storage is provided; and that appropriate temporary classroom and administrative space is provided.

Continuously inspects and monitors for safety hazards. Issues corrective instruction as required.

Provides instruction and guidance to architecture inspectors and contract administrators.

Negotiates and expedites resolutions to project deficiencies and errors.

Prepares recommendations regarding project issues (complete with sketches, if required) to Assistant Manager of Projects and Capital Projects Coordinator.

Maintains and provides reports from a project management data base and spreadsheet.

Supervises supplementary contracts in support of capital projects including asbestos removal, site clearing and preparation, sports field construction, paving and surfacing and other contracts as required.

Assists the Assistant Manager of Projects and carries out special projects as assigned.

Operates office equipment such as computer, calculator and duplicating equipment, etc.

REQUIRED KNOWLEDGE AND SKILLS:

A Building Technology diploma from a recognized Technology Institute or eligibility to register as a Building Technologist with the Applied Science Technologies and Technicians of British Columbia.

A minimum of 1 year's experience in inspection of major projects.

Knowledge of computer software, including spreadsheet, data base and word processing.

Current knowledge of local bylaws and federal/provincial codes and regulations.

Supervisory skills.

RATIFIED BY UNION: _____ **DATE:** _____

RATIFIED BY EMPLOYER: _____ **DATE:** _____