

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

UBCI INSPECTOR

QUALIFICATIONS:

- (1) Hold a valid UBCI certificate as issued by the Florida Department of Education pursuant to 235.26 F.S.
- (2) 5 years experience in the educational facilities building industry
- (3) Maintain an office or residence within 50 miles of Marianna, Florida

KNOWLEDGE, SKILLS AND ABILITIES:

Complete knowledge and understanding of the State Requirements for Education Facilities as is required by F.S. 235 as well as a working knowledge of the construction process.

REPORTS TO:

Director of Facilities and Construction, Property and Maintenance

JOB GOAL

To improve the quality of construction for educational facility projects for the School Board of Jackson County.

SUPERVISES:

All assigned support personnel as provided by the Director of Facilities.

PERFORMANCE RESPONSIBILITIES

- (1) Be familiar with construction documents prior to the start of construction.
- (2) Inspect the board's construction projects during the various stages of construction.
- (3) Keep on file in the Directors of Facilities' office inspection reports for each project under construction.
- (4) Notify the Director of Facilities, in writing, if a condition or procedure is observed to be incompatible with the contract documents or the UBC.
- (5) Upon substantial completion, certify to the Director of Facilities that the project is ready for an occupancy inspection in accordance with the contract documents and the UBC.
- (6) Coordinate the instruction of all concerned facility staff on the operation of all life-safety features of the facility.
- (7) Other duties as the Director of Facilities and Construction deems necessary.

PHYSICAL REQUIREMENTS:

Light work, exerting up to 20 lbs of force. Physical agility as to provide access to parts of building under construction. To be able to climb ladders to inspect all building components.

TERMS OF EMPLOYMENT:

Board Approved October 5, 2000
Amendment Board Approved April 15, 2003

C12

UBCI INSPECTOR (Continued)

Approved Unit Compensation plan, pay grade 19-22

12 months

7.5 hours per day (will be a part-time job, on an as needed basis, while construction projects are on-going, will be paid hourly)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved October 5, 2000
Amendment Board Approved April 15, 2003**