

ROANOKE REGIONAL AIRPORT COMMISSION
Job Description

Job Title: Project Inspector	Updated: April 2018
Department: Planning and Engineering	FLSA Status: Exempt
Reports to: Director of Planning and Engineering	November 16, 2017

Job Posting: 17-009 April 9, 2018 – Open until filled. First review of apps April 30, 2018

JOB SUMMARY:

Under the administrative direction of the Director of Planning and Engineering, the Project Inspector works with the RRAC Project Manager (PM) and is the on-site eyes and ears monitoring construction projects through final acceptance. They must be able to interpret plans and specifications; observe construction activities to ensure conformance with plans and specifications; serve as the RRAC's liaison with the contractor; maintain all required project records; confirm pay items in contractors' pay applications; work flexible hours to match construction activities; and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Responsible for overseeing construction projects and communicating changes regularly throughout various ongoing projects.

1. Provide construction inspection services and serve as the RRAC liaison with the Architect/Engineer (AE), Contractor, and the RRAC PM;
2. Interpret plans and specifications;
3. Review design documents for constructability at each AE submission phase and compare technical specifications against drawings to make sure there are no discrepancies;
4. In coordination with RRAC PM clarify any design discrepancy with AE;
5. Attend building code and fire marshal inspections, and assist in resolving issues with AE and Contractor;
6. Communicate project impacts or status updates to RRAC staff, the TSA, tenants and other contractor(s);
7. Attend pre-bid and pre-construction meetings and any meetings with City planning and building inspectors;
8. Monitor job-site conditions for security and safety issues;
9. Oversee weekly progress meetings including developing and distributing agendas, and preparing meeting minutes for distribution;
10. Attend on-site subcontractor meetings;
11. Monitor contractor schedule and advise RRAC PM if/when contractor will not meet completion dates;
12. Maintain submittal and RFI logs and a file of all submittal and RFI responses from the AE;
13. Identify and coordinate any potential change orders for timely responses and assist RRAC PM in negotiating and formalizing change orders with AE as needed;

14. Immediately notify RRAC PM and AE of any work that which is not in accordance with the project plans, specifications or other contract documents;
15. Review pay applications and forward recommendations to AE and RRAC PM for payment;
16. Participate in substantial and final completion inspections and ensure that all punch list items are addressed;
17. Verify that materials and equipment warranties, operating and maintenance manuals, contractor daily logs, as-builts, and other items required by the specifications have been provided;
18. For FAA funded projects, verify contractor compliance with Davis Bacon Act, DBE goals, Buy American, etc. and confirm all grant assurances impacting construction are being addressed;
19. Review all tenant requests for construction on airport property in coordination with the Airport Property Manager and obtain any AE services needed for reviews, lead pre-construction meetings, and inspect construction to ensure that work is consistent with RRAC approved plans;
20. Maintain all construction related documents and files in electronic format to be accessible to RRAC staff as needed;
21. Operate large equipment to remove or treat ice and snow on airfield paved surfaces in accordance with Snow Removal Plan; and
22. Perform other related duties as assigned.

Other Duties:

1. Consistently exhibits satisfactory levels of performance, behavior, and appearance;
2. Projects a positive, professional image when dealing with passengers, public and tenants (“customers”) and refers unresolved customer concerns or problems to appropriate Director or management representative; interacts with employees from other Divisions and Departments to facilitate positive, productive working relationships;
3. Maintains positive relationship with Department Director, and
4. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of principles and practices of construction contract administration, understanding of building codes and NFPA; and current methods and equipment used in construction;
2. Experience working with contractors, building/fire inspectors;
3. Familiarity with permitting process;
4. Through frequent contact with employees, contractors and consultants must be able to communicate construction updates clearly, effectively and collaboratively;
5. Must be able to make field recommendations to the AE and RRAC PM while maintaining progress;
6. Must possess the ability of effectively establish and maintain effective relationships with governmental, regulatory personnel, Contractors and others;
7. Must be able to accurately prepare and coordinate construction reports and correspondence and maintain all required construction documentation;
8. Ability to handle multiple projects and work flexible hours to monitor construction activities;
9. Ability to use common computer programs such as MS Word and MS Excel;
10. Knowledge of environmental project administration DESIRED, and
11. Excellent oral, written skills, problem solving, organizational and interpersonal skills.

TRAINING, EDUCATION AND EXPERIENCE:

1. At least two years of experience in the construction industry as a Project Inspector or Construction Manager (airport experience PREFERRED);
2. Demonstrated ability to interpret construction plans and specifications, and
3. At least a high school education or GED. Associates or bachelor degree in engineering or construction management PREFERRED

SPECIAL REQUIREMENTS:

1. Must meet and maintain TSA security requirements for unescorted access to the Airport's secured areas;
2. Must be very detail oriented and extremely organized;
3. Obtain and maintain a valid Virginia driver's license and have and maintain a driving record acceptable to Roanoke Regional Airport Commission and its insurance carrier(s); and
4. Maintain a current CDL.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

See Summary of Physical, Sensory, and Environmental Requirements.

COMPENSATION:

Grade – 8 *Effective 4/6/18 Salary Range \$54,052 - \$77,701*

Note: This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as individual may be given.

**Summary Of
Physical, Sensory and Environmental Requirements
Needed To Perform Essential Job Duties**

Job Title: Project Inspector

A. PHYSICAL REQUIREMENTS

1. Lifting:

Up to 60 lbs.

2. Carrying:

Up to 30 lbs.

3. Pushing/Pulling:

Up to 60 lbs.

4. Use of Equipment:

Various, for seasonal tasks, ranging from manual to power to motorized. Electrical generators, runway de-icing spreader, snow broom/blower, runway de-icing spreader, and all other equipment associated with snow and ice removal.

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting			X		
6. Standing	X				
7. Walking	X				
8. Bending		X			
9. Stooping		X			
10. Crawling		X			
11. Climbing		X			
12. Reaching Above Head		X			
13. Grasping a. One hand. b. Both hands.		X X			
14. Fine Manipulating: a. One hand. b. Both hands.		X X			

B. ENVIRONMENTAL REQUIREMENTS

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposure to marked changes in temperature.	X				
2. Outside Work	X				
3. Exposure to dust, fumes, odors, water, etc.	X				
4. Exposure to biological, mechanical, electrical and/or chemical hazards.	X				
5. Normal (inside) environment.		X			
6. Noise	X				

C. SENSORY REQUIREMENTS

1. Eyesight a. Normal/Corrected b. Close eye work. c. Other	X X X	Necessary Necessary Necessary			Explanation Color vision
2. Hearing a. Normal tones. b. Soft tones. c. Other	X X	Necessary Necessary Necessary			
3. Distinguish Smells	X	Necessary			
4. Distinguish Temperatures by: a. Touch b. Proximity	X X	Necessary Necessary			

D. Other Comments _____
