

Job Description

Position Title: Trades Specialist, Certified Inspector

Job Family: Facilities

Job Type: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The Certified Inspector Trades Specialist is responsible for performing technical inspections in all trades construction and maintenance fields.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs field inspections on construction, remodel projects and may also perform periodic inspections of maintenance and repair work throughout the construction phase to ensure work performed and materials used; verify quality of workmanship, quality of materials used, and compliance with constructions documents with construction codes, PCC specifications and other regulatory requirements.
2. Enforces compliance through inspections relying on blueprints, specifications, and related construction documents; note deficiencies and deviations; refers serious problems and disagreements in interpretation to Superintendent of Operations.
3. Maintains records of inspections; update and assure the accuracy of inspection records and project documentation.
4. Involved with the establishment of As Built Drawings and Commissioning of systems on construction projects.
5. Performs data entry input on the computerized maintenance management system.
6. Coordinates with contractors and Facilities Planning Project Managers concerning inspection schedules.
7. Interprets, applies, and clarifies codes and regulations.
8. Operates College motor vehicles.
9. Uses safe work practices to include proper lifting and carrying methods.
10. Responds to emergency calls for repair on a 24-hour basis, to include serving on a rotating on-call roster; responding to customer complaints or concerns.
11. Keeps abreast of changes in assigned areas. Provide exceptional customer service.
12. Communicate clearly both orally and in writing sufficient to receive and convey intricate details of advanced technical information.

13. Demonstrates interpersonal skills with coworkers, supervisors, the College community, and the general public. Operates as part of a team, with other operations and maintenance staff.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in independent decision making
4. Skill in performing a variety of duties, often changing from one task to another of a different nature
5. Skill in problem solving
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Provides lead work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Guides work of others who perform essentially the same work. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Possession of a current International Code Council (ICC) certification in a minimum of one discipline at time of interviewing for the position with the requirement to continually attain ICC certifications in multiple commercial disciplines on an annual basis until the following disciplines have been achieved: (Structural, Electrical, Plumbing, Mechanical, Blueprints); and
- Possession of a valid, Class D Operators, Arizona Driver's License, and demonstration of an acceptable driving record; and
- ICC Commercial Inspector Certification in at least one trade; and
- Three (3) to five (5) years of related experience required.
- Five (5) to eight (8) years of related experience preferred.
- Must meet minimum medical testing requirements as determined in a physical examination that includes a lift test.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties, to move, transport, and/or position moderate to heavy (over 100 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, electrical current, tight spaces, high places, chemicals, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On call rotation duties
- Some evening or weekend work
- Incumbents may be subject to moving mechanical parts, electrified equipment, vibrations, fumes, dusts, poor ventilation, chemicals, extreme temperatures, low lighting, workspace restrictions, loud or prolonged noises, and travel.

- Work is performed outdoors in all types of weather. Exposure to all elements of the weather. Temperature may reach as high as 110 degrees during the summers. Exposure to hazards from heat, chemicals, fumes power equipment and manual equipment.