

**USF Job Class Description**

JOB CODE: 9623

JOB TITLE: Construction Project Coordinator/
Inspector

PAY PLAN: 21

CAREER BAND: E

FLSA: Administrative Exemption

CBU: 29

Effective: 01/01/2018

Job Title: Construction Project Coordinator/Inspector**Job Summary**

This position is responsible for assuring quality in, and the accomplishment of a timely completion of, the construction phase for Capital and Non-Capital projects. Assists in quality assurance, as related to constructability, in the programming, design, construction and post-construction phases of project development. Performs responsibilities in a non-adversarial, pro active and independent manner, initiating and assuring that project issues are addressed and project schedules are maintained without delay or claims. Conducts routine site, substantial completion, and final review to ensure compliance with contract documents. This position also works closely with Physical Plant and all other USF vested interests, to coordinate building construction efforts.

Nature of Work

This position typically reports to an Assistant Director level. This position requires construction project coordinator/inspector skills acquired through education and years of experience in construction. The Construction Project Coordinator/Inspector's main purpose is project coordination of projects from early design through construction and warranty, and inspections of projects as a building inspector. This position assists in the development and implementation of a comprehensive construction inspection program for the department. This position normally will not be required to supervise others. This position will receive assignments in the form of results expected, but there is substantial discretion and independent judgement used to determine procedures and work projects. This position is required to analyze information and draw inferences in order to prepare recommendations and make significant decisions regarding compliance with codes, legal requirements and university standards. Duties are substantially varied in nature, requiring solving of both common and unusual problems. The position meets the requirements of the FLSA Administrative Exemption.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Critiques projects during program and design phases. Provides technical review of architectural and engineering consultants' designs, plans and specifications to ensure compliance with Codes and University Standards.

- Coordinates projects during construction. Reviews shop drawings and construction and contract documents. Verifies pay applications. Monitors construction progress, quality, jobsite and public safety. Creates project status reports and analyzes project costs. Acts as liaison to University Client groups.
- Coordinates inspections as the Building Inspector. Inspects construction for compliance with current building codes. Schedules civil, mechanical, electrical and plumbing inspections. Coordinates 50% and 100% State Fire Marshall inspections.
- Implements project closeout. Reviews as-built drawings, operation and maintenance manuals. Coordinates owner training for building systems and equipment. Solicits feedback from University Client groups.
- Monitors project during the warranty period. Conducts 11 month project follow up walk through.
- Interfaces with other University departments such as Physical Plant, Police, Parking Services and IT to coordinate utility shutdowns and tie-ins, road and parking lot closures, oversize equipment deliveries, and phone and fiber optic cable installations.
- Serves on committee for USF Construction Standards.
- Assists with bid openings, reviews Sunshine request (utility locates), assists with Hurricane Emergency Preparedness Plans.
- Performs other duties as required or deemed necessary to meet the needs of assigned projects.

Minimum Qualification Requirements

This position requires a Master's degree in a building construction-related field; OR a bachelor's degree in a building construction-related field and two years of appropriate experience; OR a combination of six years of related experience and education/training. Some positions may require industry certification.