**Job Family**: Facilities Development and EHS  
**Job Summary**: Involves inspections of construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance when applicable.

<table>
<thead>
<tr>
<th>Job Level</th>
<th>Manager 1</th>
<th>Manager 2</th>
<th>Manager 3</th>
<th>Manager 4</th>
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<tbody>
<tr>
<td><strong>Job Title</strong>:</td>
<td>Inspection Manager 1</td>
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<td>Inspection Manager 3</td>
<td>Inspection Manager 4</td>
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<tr>
<td><strong>Job Code</strong>:</td>
<td>5712</td>
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<td>0485</td>
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<td><strong>Tracking Code</strong>:</td>
<td>A1879</td>
<td>A1880</td>
<td>A0145</td>
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<td><strong>Per. Program</strong>:</td>
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<tr>
<td><strong>FLSA</strong>:</td>
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**Generic Scope**

- Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff.
- Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.
- Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.
- Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.
- Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.

**Custom Scope**

- Applies managerial skills and inspection experience to coordinate department operations. Provides guidance to subordinates to achieve goals and objectives in accordance with established policies. Participates in the development and implementation of new standards, policies, procedures, and quality improvement programs. Ensures adherence to budgets, schedules, work plans, and performance requirements.
- Directs and oversees management and administration of the inspection services for complex campus / medical center construction projects. Ensures conformance and compliance to project plans and specifications, applicable codes and standards, policies and procedures. Guides and coordinates subordinate and contract construction inspectors and oversees quality control. Establishes and ensures adherence to budgets, schedules, work plans, and performance requirements. Advises senior management on construction issues, plans and code compliance.
- Develops, implements and administers strategies and plans to provide the full range of inspection services for a capital improvement program, including all campus, medical center or other University construction, renovation, alteration and building repair. Responsible for quality control and compliance with construction requirements and all applicable building codes. Manages construction inspectors of all types and other subordinate personnel including contractors. Responsible for operating budget and personnel administration. Advises senior management on construction issues, plans and code compliance.

**Key Resp 01**

- Manages department activities and prioritizes projects to meet department needs. Ensures compliance with administrative regulations, plans, and procedures.
- Directs and oversees full inspection services for complex campus / medical center construction projects. Ensures adherence to project plans and code compliance.
- Directs and oversees full inspection services for complex construction and utility systems. Oversees all special inspection coordination required by CCR.
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<th>Key Resp 02</th>
<th>Assists with development and implementation of policies, processes and resolves procedural problems. Coordinates department and campus programs.</th>
<th>Develops and implements inspection policies, processes, procedures and standards.</th>
<th>Oversees the delivery of department and campus programs.</th>
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<td>Key Resp 03</td>
<td>Consults with contractors, subcontractors, functional peer group managers, and outside agencies.</td>
<td>Directs subordinate construction inspectors and contract construction inspectors. Establishes and communicates expectations. Provides technical advice in resolving complex problems.</td>
<td>Enforces conformance with program goals and policies for all projects of significant impact regardless of the managing entity.</td>
</tr>
<tr>
<td>Key Resp 04</td>
<td>Collaborates with senior management on project planning, proposals, and policy formulation.</td>
<td>Consults and collaborates with facilities project management leadership, capital projects leadership, campus / hospital leadership, site coordinators, location building officials and construction representatives on inspection issues.</td>
<td>Advises and collaborates with facilities project management / capital projects leadership, senior leaders, project managers, site coordinators, construction representatives and departments on inspection related issues. Serves as advisor to Vice Chancellor / location building official.</td>
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<tr>
<td>Key Resp 05</td>
<td>Manages inspection process to ensure compliance with plans, specifications, contracts, rules, regulations and laws in all new construction, building expansion, renovation, and redesign projects.</td>
<td>Interprets, enforces and ensures compliance with applicable state building codes, ordinances and regulations in all new construction, building expansion, renovation, and redesign projects.</td>
<td>Interprets, enforces and ensures compliance with administrative regulations, state building codes, ordinances, and regulations related to new construction or building renovations / alterations. Ensures compliance with Americans with Disabilities Act (ADA).</td>
</tr>
<tr>
<td>Key Resp 06</td>
<td>Tracks and reports on plan check process, permits and project schedules. Prepares department statistical reports.</td>
<td>Coordinates and collaborates with state / local agencies and provides proactive resolution to code problems. Consults on issues with contractors and interprets building codes.</td>
<td>Consults and coordinates with Fire Marshall, Division of the State Architect (DSA), and all applicable state and local agencies. Provides proactive coordination and resolution of code problems.</td>
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<td>Key Resp 07</td>
<td>Represents department at internal meetings, on work groups and committees.</td>
<td>Represents senior management with department leaders, consultants, public officials, and community groups.</td>
<td>Represents University with consultants, public officials / agencies and community groups. Facilitates negotiations with divergent groups. Consults with the appropriate local office for consistency across the location in meeting the requirements for the Americans with Disabilities Act (ADA).</td>
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**Job Function: Inspection**

**Category: Supervisory & Management**

**Key Resp 09**

Applies human resources management skills in staff selection, training, productivity and evaluation. Fosters collaboration and promotes the timely achievement of objectives.

Manages and provides direction to subordinate managers and inspectors. Responsible for staff selection, development, productivity, evaluation and corrective action.

Provides leadership and direction to subordinate managers and staff. Provides access to opportunities for professional growth and development, including developing / implementing inspection policies, procedures, standards, and forms; and in the area of personnel administration, selecting, directing, training, advising, evaluating and as required taking corrective action.

**Education 1**

Bachelor's degree in related area and / or equivalent experience / training.

Bachelor's degree in related area and / or equivalent experience / training.

Bachelor's degree in related area and / or equivalent experience / training.

**License 1**

Certification in a specialty skilled trade required.

Certification in a specialty skilled trade required.

Certification in a specialty skilled trade required.

**Cert 1**

Certification in a specialty skilled trade required.

Certification in a specialty skilled trade required.

Certification in a specialty skilled trade required.

**KSA 01**

Demonstrated knowledge / skill in construction inspection, code compliance and plan-check.

Strong knowledge / skill in construction inspection, code compliance and plan check.

Advanced knowledge / skill in construction inspection, code compliance and plan check.
## Job Function
Inspection

## Category
Supervisory & Management

### KSA 02
**Demonstrated knowledge of campus / medical center construction environment including infrastructure and applicable rules, regulations, laws, policies and practices.**

### KSA 03
**Proven personnel management knowledge / skills.**

### KSA 04
**Demonstrated financial management knowledge / skills.**

### KSA 05
**Proven written, verbal, and interpersonal communication skills, including effective negotiation skills and well-developed political acumen.**

### KSA 06
**Creative problem solving skill and ability.**

### KSA 07
**Demonstrated organizational and analytical skills.**

### KSA 08
**Ability to ensure compliance with codes and contract documents, while meeting project schedules and mandates.**

### Environment
Construction sites, physical plant operations, office

### Career Path 1
Inspection Manager 2

### Career Path 2
Inspection Manager 3

### Career Path 3
Career Path Open

### Job Summary
Involves inspections of construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance when applicable.

### Advanced knowledge of campus construction environment, including infrastructure and applicable rules, regulations, laws, policies and practices.

### Advanced personnel management knowledge / skills.

### Advanced financial management knowledge / skills.

### Advanced verbal, written, and interpersonal communications skills, including highly developed political acumen, and ability to work effectively with diverse constituencies.

### Advanced innovative and creative problem solving skill and ability.

### Advanced organizational and analytical skills to meet prescribed deadlines on budget.

### Highly advanced ability to ensure compliance with codes and contract documents while meeting critical schedules and mandates.