Job Description: Inspector
Department: Inspection
Supervisor: Director of Inspection

General Description
- Perform building envelope inspections for compliance with approved project documents.
- Generate draft field reports and written technical reports for performed inspections.
- Generate Completion Status Lists and update Summary Lists for projects.
- Prepare weekly timesheets of work performed.

Duties and Responsibilities
- Read and understand the Contract regarding IBA’s responsibility to the project.
- Meet with project manager to prepare an overall inspection plan for the project. Inspection plan to include floor plans, completion status list templates, report templates, et cetera.
- Prepare and maintain inspection binders; tabulating for the scopes of work, such as Contract, project directory, field inspection reports, summary lists, anchorage inspections, sealant inspections, drop inspections, tie-down Inspections, railing inspections, other inspections, remedial calculations, other documents, and shop drawings.
- Attend project manager / inspector transfer meeting to ensure:
  - An understanding of the project scope and expectations.
  - An understanding of the available budget.
  - All necessary tools, information, documents to conduct inspections are available.
  - An understanding of the project submittals, shop drawings, and summary lists
- Attend pre-construction meeting with project manager and all stakeholders for the project, such as the Client, general contractor and subcontractors.
- A separate pre-construction (kick-off) meeting should be conducted for each phase / scope of the project; for instance, glass and glazing, waterproofing, exterior wall, roofing.
- At the kick-off meeting project manager will address IBA’s scope of work, along with any additional required documents (permit numbers, pending submittals, etc.) that are necessary to perform the inspections or complete IBA’s scope of work.
  - PM to discuss all scopes of contract individually: inspections, testing, final sign off requirements, inspections by other parties when special inspection is not part of our scope, how and by whom inspections will be scheduled, etc.
- Perform inspections at the completed areas, based on the Inspection Request Forms provided by the general contractor.
- Provide any other duties as defined and directed by the Director of Inspection.
Knowledge and Skills

- Ability to read and interpret two-dimensional architectural drawings.
- Ability to read and understand documents, such as national standards, building codes, and procedure manuals.
- Ability to write grammatically correct reports and correspondence in English.
- Ability to speak effectively before groups of clients, contractors, subcontractors and other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry, descriptive geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios and proportion to practical situations, engineering/structures.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Certificates, Licenses and Registrations

- Building Inspector License, General Contractor’s License, nationally credited Architect (BA), or nationally credited Engineering BS (Construction related).
- Other skills required are business knowledge, competitive knowledge, dependability, interpersonal skills & ethics.
- Additional licenses and certifications will be assessed per office as required by local building and safety authorities.

Specialized equipment, machines or vehicles

- Suspended platforms for checking proper installation used daily.
- Tooke Gauge to measure exterior paint thickness.
- Webster Model B to measure aluminum hardness
- Glass Thickness Indicator to measure glass thickness and type.
- Positector Gauge to measure aluminum paint thickness.
- Moisture meter to measure substrate moisture con

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