***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Specialist, Construction/Inspection**

Job Family: Design & Construction Sub Family: Facilities Project Mgmt

**Job Summary:**

Inspect all construction projects to insure they are being built to the University’s standards and specifications. Serve as operations and maintenance representative during entire design, construction, and implementation phase of assigned construction projects.

**Essential Functions:**

* Monitors and inspects all construction projects on campus.
* With the Architectural/Engineering/Construction team, helps identify and resolve design, construction, and punch list items for all construction projects.
* Addresses and resolves all owner/user warranty issues.
* Attends all construction progress and owner’s meetings as the operations and maintenance representative.
* Arranges demonstrations of new building systems and equipment.
* Coordinates training for operations and maintenance personnel.
* Maintains all construction records, documentation, and warranty information.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Architecture, Engineering (Civil, Mechanical, or Electrical) or a related degree in Construction Management.

Experience: Five (5) years appropriate field including two (2) years of working on construction sites or in construction related fields

Supervisory:

Licensure/Certification: Valid Maryland State driver’s license.

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E2704E

SOC Code: 131199 IPEDS: Business

EEO6 Code: Professional State Code: 9445008

USM eCode: E24273 AAP Code: 3A