



## **Arkansas Game and Fish Commission Employment Job Posting**

### **CONSTRUCTION INSPECTOR - AGFC CONSTRUCTION INSPECTOR**

**POSITION NO: 22079777**

#### **POSTING INFORMATION:**

Advertisement Opens: Jan. 18, 2018

Advertisement Closes: Feb. 1, 2018

Full Time: Yes

Salary: \$42,386.00 - \$42,386.00 Annually

#### **POSTING REQUIREMENTS:**

##### Minimum Education and/or Experience:

The formal education equivalent of a high school diploma; plus two years of vocational training in construction techniques or building design; plus three years of experience in construction work.

##### Preferred Education and/or Experience:

Bachelor's degree in Construction Management; Bachelor's degree in chemical, electrical, civil or mechanical engineering, or a related field. Eight (8) years of experience in construction management. Two years of supervisory or managerial experience.

##### Knowledge, Abilities, and Skills:

Knowledge of building construction design techniques. Knowledge of state regulatory construction codes. Knowledge of building materials. Ability to inspect construction to determine compliance with state and contract regulations. Ability to identify deficiencies in building plans or in actual construction. Ability to complete inspection reports. Ability to review and evaluate building and/or construction plans.

##### Preferred Knowledge, Abilities, and Skills:

Experience with Microsoft applications, construction scheduling, estimating projects, construction budgets, construction documents, forecasting construction needs, facility assessments, construction project management, and construction management software. Ability to review and interpret plans and specifications. Project inspection.

#### **POSTING DETAILS:**

##### Position Location:

City: Jonesboro

Office: Northeast Regional Office

Division: Operations

##### Job Summary:

The Construction Inspector is responsible for inspecting construction work. This position is governed by state and federal laws and agency policy.

Typical Functions:

Performs on site inspections of construction sites, inspecting and checking various phases of job for compliance with construction specifications, regulations, and codes, identifies deficiencies, and notifies regulatory authorities of any violations found during inspections. Coordinates inspection activities with architects, engineers, and state agencies to ensure that all phases of work have been inspected and approved. Reviews construction project documents, including the contract, drawings, project manuals, and change orders, to ensure compliance with requirements for the projects. Schedules and coordinates pre-construction conferences with agencies, architects, engineers, and contractors to discuss the progress of the project. Performs final inspections and prepares and submits reports upon job completion, attends final meeting with agencies, architects, engineers, and contractors to closeout the project and contract for the retention of final payment to the contractor. Performs administrative duties associated with the construction projects, and maintains a daily project log, entering new contracts, finals, projects change orders, and completions. Prepares reports and maintains records, including purchases, equipment log, and daily and monthly activity reports. Performs other duties as assigned.

Specific Duties and Responsibilities:

This position serves as a Regional Construction Manager for the agency. They are responsible for maintenance and construction activities over a several county area which vary from building maintenance/construction to boater access ramp construction. The position works with all divisions throughout the agency on projects, FEMA coordinator, USCOE contact on projects, and other duties as assigned. The Regional Construction Manager coordinates activities and works across all divisions within the agency to ensure that construction needs are being met in an efficient and effective manner. They will work with partner agencies and non-profit organizations to accomplish joint projects. This position services counties in Northeast Arkansas.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Occasional to frequent in-state travel is required.

Other Specific Information:

All applicants are subject to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.