

DHA HOUSING SOLUTIONS FOR NORTH TEXAS

JOB VACANCY

SEPTEMBER 20, 2023

JOB TITLE: CONSTRUCTION INSPECTOR
SALARY RANGE: \$49,941 - \$74,911
LOCATIONS: CAPITAL PROGRAMS

Summary: Reports to the Director of Capital Programs to ensure that construction or renovation projects are completed on-time, within budget, and comply with scope of work, plans and specifications in accordance with Dallas Housing Authority needs and high professional standards; and to perform other work as necessary.

Essential Job Functions: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. These are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Reviews plans, specifications and contract documents; writes specifications; analyzes bids, verifies contractor references and recommends contract awards.
- Prepares Plans, Specifications and related Bidding documents.
- Conducts pre-bid, pre-construction conferences, and weekly progress meetings.
- Inspects assigned construction projects to ensure compliance with scope of work, plans and specifications; verifies that construction materials and methods meet specifications.
- Identifies and resolves conflicts in plan design/field work within scope of authority.
- Maintains inspection records, associated filing systems and enters data into computer systems.
- Interviews employees working on-site for contractor to verify Davis-Bacon wage compliance.
- Monitors project budgets; negotiates and initiates change orders; reviews and processes construction progress payments.
- Ensures a standard and quality of work is being performed by contractors in accordance with scope of work, plans, and specifications.
- Reviews and approves project submittals and close-out documents.
- Collects and summarizes data and generates periodic reports.
- Provides information and assistance to visitors and others having business with DHA; answers phones; responds to requests for information within the scope of authority.
- Supports the relationship between DHA and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and DHA staff.
- Enthusiastically promotes the President/CEO's priorities for the operations of DHA.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of DHA policies and procedures.
- Knowledge of project management principles.
- Knowledge of the terminology and symbols used in blueprints and engineering drawings.
- Knowledge of how to read and interpret plans and diagrams, technical specifications, and commercial standards.
- Knowledge of the materials, methods and practices of land development, building codes, building construction, and structural rehabilitation.
- Knowledge of applicable laws, standards and regulations relating to construction inspection and safety.
- Knowledge of construction cost estimation.
- Knowledge of building maintenance and construction methods.
- Knowledge of the principles of record keeping and records management.
- Knowledge of and the ability to prepare in a timely manner bid packets for the work needed at Authority sites.
- Knowledge and ability to develop budgets based upon work that is needed at a particular site.
- Skill in reading and interpreting construction drawings, plans and specifications.
- Skill in detecting discrepancies in plans, materials, and construction methods and processes, and in implementing appropriate corrective actions.
- Skill in preparing, organizing and maintaining inspection field and office data, reports and systems.
- Skill in maintaining accurate inspection records.
- Skill in data entry and report writing.
- Skill in observing and making decisions based on those observations.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective communication, both verbal and written.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.

Physical Demands

Must be able to lift/carry up to 20 pounds.

Must be able to stand or walk for up to 3 hours at a time.

MINIMUM QUALIFICATIONS:

Associates Degree Construction, Construction Management, Construction Technology, Construction Engineering, or Architecture, and five (5) year's progressive experience in the general field of construction, construction management, quality control, cost estimation, contract administration, inspections, Architecture, or housing and rehabilitation; OR an equivalent combination of education and experience.

Valid State of Texas Driver's license.

DEADLINE TO APPLY: OPEN UNTIL FILLED

Explanation of Hiring Process:

Thank you for your interest in job opportunities with the Dallas Housing Authority. All applications for open posted positions must be submitted via on-line at www.dhantx.com.

No on-line applications will be accepted after the noted closing date on the announcement. We encourage you to visit our website often to view and apply for vacant positions with the agency.

DHA is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity and all employees and applicants are treated equally without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances.