



POSTED	August 19, 2019
DEADLINE	Open until Filled
PAY RATE	\$20.81—\$31.63 (\$43,284—\$65,790 annually)
CONTACT	Jackie Randle (913) 279-3431 or by email at jrandle@kckha.org
SUPERVISOR	Tony Shomin, Director of Facilities Management

Title: Modernization Inspector

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to ensure the quality and quantity of all construction remains and verify that all policies and procedures are being adhered to by construction projects. This is accomplished by visiting all construction sites, reviewing specifications and plans, maintaining daily logs, determining the need for change orders, conducting inspections, scheduling and conducting employee interviews, recommending safety precautions, and ensuring all warranty work is completed. Other duties include notifying residents of entry dates, coordinating resident relocations, overseeing appliance orders, participating in pre-bid meetings, and resolving resident complaints.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Performs inspections during construction projects by visiting each construction site daily; ensuring plan specifications and contract guidelines are being met; preparing daily reports regarding project updates; and assisting the Modernization Coordinator.	40%
2	L	Conducts additional inspections by overseeing pre-construction inspections to evaluate the existing conditions of the job area; performing punch list inspections at the finalization of construction projects; and ensuring coordination and completion of all warranty work.	30%
3	S	Participates in construction meetings by assisting in conducting pre-construction, pre-bid meetings; and assisting in public bid openings.	10%
4	S	Conducts wage interviews by meeting and corresponding with contract employees to verify wage compliance.	5%



5	S	Processes change orders by reviewing and justifying and negotiating change order requests; submitting change orders; and conducting negotiations.	5%
6	S	Oversees resident relocations by coordinating relocations caused by construction projects; preparing a relocation schedule; assisting residents with any transfer problems; and answering and distributing phone calls.	5%
7	S	Assists in maintenance duties, obtaining procurement bids and other job responsibilities as needed or requested.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including five years. Inspector training or certification and experience. Knowledge of all types of building materials and processes. Ability to read and interpret architectural plans and specifications. Experience with the Microsoft Office suite.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License. Plans and specification review and recommendation. Submittal review and approval. Budget estimates and change order estimating.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work duties, observing work site
Sitting	C	desk work, driving, meetings
Walking	C	around work site, to other departments/offices/office equipment
Lifting	F	files, supplies
Carrying	F	files, supplies
Pushing/Pulling	C	file drawers, tables and chairs
Reaching	F	for files, for supplies
Handling	C	paperwork
Fine Dexterity	C	calculator, computer keyboard, telephone pad
Kneeling	F	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	C	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	F	ladders, stairs
Balancing	F	on ladders
Vision	C	computer screen, driving, observing work site, reading
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer hardware and software, printer, scanner, fax machine, telephone, calculator, Microsoft Office Suite, hand tools, circuit tester, camera, vehicle, tape measure

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	C
Electrical Hazards	F
Fire Hazards	F
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.