
NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Dr. San Antonio, TX 78217
www.neisd.net

EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**MECHANICAL-ELECTRICAL-PLUMBING (MEP) INSPECTOR
CONSTRUCTION MANAGEMENT**
(POSITION IS FUNDED THROUGH BOND MONIES AND WILL BE
ELIMINATED ONCE THE BOND PROGRAMS HAVE BEEN
COMPLETED)

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Degree (GED)
- Associate's Degree or equivalent from two year college or technical school or equivalent combination of experience and education - Construction experience may be substituted for education requirements on a one-year for one-year basis
- Eight years construction experience
- Valid State Master License in either HVAC, Refrigeration, Electrical or Plumbing
- Ten years professional experience may be substituted for the State Master License requirement
- Valid Texas Drivers License with driving record that meets the requirements of the District

MAJOR PERFORMANCE RESPONSIBILITIES:

- Assists in coordination of project requirements between consultants, contractors and campus administrators
- Assists in ensuring construction complies with project plans and specifications
- Maintains knowledge of MEP building codes (UMC, NEC, UFC, UPC, UBC and TAS)
- Inspects construction projects for compliance with MEP plans and specifications
- Administers MEP project management activities
- Assists in the resolution of construction issues
- Responds to A/E consultants, contractors and campus administrators after normal working hours (on-call 24-7) to resolve construction issues and prevent project delays
- Performs plan reviews and provides comments to the Senior Director for Construction Planning and Design and A/E Consultants during design

- Participates in project design phase to improve the quality of construction projects and the final facility
- Prepares a detailed written report weekly summarizing assigned construction project status
- Provides information to the Project Coordinator (daily) and Senior Project Manager (weekly) indicating status of construction projects, including scheduling requirements and construction/design issues
- Visits each assigned project as required but no less than once weekly
- Reviews contractor's monthly pay application and recommends acceptance or changes
- Anticipates and takes actions necessary to prevent construction delays
- Assists in coordinating with various District departments for delivery of furnishings, fixtures, equipment (FF&E) and supplies to coincide with construction progress and facility acceptance
- Assist in coordination, review and interpretation of results of NEISD funded Test-Balance-Commissioning program
- Performs project substantial completion MEP inspections for acceptance of facilities
- Assists in coordinating the move-in of District staff following construction completion
- Recommends facility needs for inclusion in current or future bond projects
- Ensures that NEISD safety and security practices are enforced
- Responsible for the proper care and maintenance of District supplied assets (vehicle; tools; computer; camera; etc.)
- Responsible for maintaining a good driving record
- Represents NEISD with the highest ethical standards and professional conduct
- Reports to work every day
- Other duties as may be assigned

TERMS OF EMPLOYMENT:

SALARY: \$43,813-\$53,429 **PAY GRADE:** E2 **WORK SCHEDULE:** TWELVE MONTHS

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

<p>This Position Remains Open Until Filled AN EQUAL OPPORTUNITY EMPLOYER</p>
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