

HARDWARE INSPECTOR

DEFINITION

Inspects finish hardware, door, and door framing, to assure that installation and materials conform to plans, specifications, contract documents, and applicable state and local ordinances, codes, and regulations.

TYPICAL DUTIES

Inspects all finish hardware installed in new-construction, alteration and improvement, and modernization projects, including locks, hinges, catches, electronic door closers, panic bars, and key schedules, to ensure compliance with plans and specifications.

Inspects door and frame installation to ensure compliance with plans and specifications.

Advises Construction Inspectors, architects, and engineers of any irregularities in the hardware or installations

Prepares and updates punch list for contractor's compliance.

Submits final lists of brands of hardware installed on projects.

Assists a Supervising Construction Inspector in making final inspections of finish hardware.

Assists in the preparation of specifications and checks hardware lists.

Assists school personnel by providing information to aid in the selection and installation of finish hardware.

Advises relative to change orders of finish hardware and checks the prices charged.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Hardware Inspector inspects finish hardware installations and advises the responsible Construction Inspector and contractor on conflicts with plans, specifications, and applicable codes and ordinances.

A Construction Inspector represents the Los Angeles Unified School District at construction sites; performs continuous inspection of construction materials, methods, and workmanship; and checks for compliance with plans, specifications, and regulations.

A Locksmith performs skilled work in the installation and repair of locks and related hardware in schools and offices.

SUPERVISION

General supervision is received from a Supervising Construction Inspector or a higher-level inspection supervisor. At each building site, immediate non-technical supervision in the form of coordination is received from the Construction Inspector assigned. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Standard practices, processes, and materials of the building trades pertaining to finish hardware, door, and door frame installation
Various types of finish hardware and their installation
Building construction safety requirements related to the installation of finish hardware, door and door frames, including the Americans with Disabilities Act, the Uniform Fire Code, the National Fire Protection Association 80 Standards, and pertinent sections of the California Building Code
Computer applications including Microsoft Word, Microsoft Excel, and electronic mail programs.

Ability to:

Interpret plans, contract documents, and specifications
Detect deviations in finish hardware installation
Write clear, concise reports
Keep accurate records
Work harmoniously with commissioned architects, engineers, contractors' representatives, and school personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of experience as a locksmith, carpenter, or Architectural Designer; preferably including:

- ▶ One year in inspection of finish hardware for replacement, repair, or proper installation; or
- ▶ One year preparing or reviewing hardware and door frame submittals; or
- ▶ Two years in writing specifications for finish hardware for school, institutional or similar type buildings; or
- ▶ Two years experience in installing finish hardware in school, institutional, or similar type buildings.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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