

Geotechnical & Environmental Services, Inc.
Job Description

JOB TITLE: Special Inspector Supervisor

Positions You Supervise Directly: Special Inspectors

Number You Directly Supervise: 1 to 20

Summary of Work Environment and Work Performed:

The Special Inspector Supervisor is expected to lead and manage the special inspector field staff responsible for observations including soil, concrete, masonry, structural steel, asphalt and other services provided by GES. This includes assuring that all fieldwork conforms to our quality standards, that client schedules are met, and that equipment is properly maintained and supplied. The Special Inspector Supervisor is an integral part of hiring and staff retention processes including training and mentoring to help staff grow and advance with certifications and approvals. He or she is closely involved with the development & implementation of company policies and highly involved with business development and preparation of proposals for field services.

Essential Job Functions:

	Frequency
• Supervises Special Inspectors	Daily
• Utilizes Construction Management Specialist for field staff betterment	Daily
• Acts as a liaison with all clients	Daily
• Coordinates GES scheduling system	Daily
• Manage the Maintenance/Purchasing of Field Equipment & Vehicles	Weekly
• Attends Building Department QAA Meetings as Company Representative	Bi-monthly
• Assist with billing and invoicing	Monthly
• Coordinate Monthly Field Staff Meetings	Monthly
• Performance Evaluations of Special Inspector Staff	Bi-annually
• Performs field testing/inspections	As needed
• Perform Interviews and Hire Special Inspector Staff	As needed
• Provide Technical Support to Special Inspector Staff	As needed
• Provide formal training to all field technicians/inspectors	As needed
• Consults with project managers regarding specific job requirements	As needed
• Provides input to project managers regarding execution of projects	As needed
• Prepares Materials Testing/Inspection Proposals and Take-Offs	As needed
• Perform job site audits	As needed
• May act as Project Manager	As needed
• Involved with business development	As needed
• Perform other duties as assigned	As needed

Desired Outcomes or Results:

All fieldwork will be performed on time, within established budgets, and thoroughly checked for accuracy. There will be effective communication and positive relationships between project managers and technicians and/or other staff members when the vital role of the Special Inspector Supervisor liaison is successfully carried out.

Education, Knowledge, and Skills Preferred:

- 5 to 10 years field experience in construction materials testing and inspection
- Business development, estimating and proposal preparation experience
- Consulting background and attitude mandatory (i.e. awareness of budgets & customer service)
- Strong leadership, communication and organizational skills
- Proficient computer skills
- At least six relevant certifications and/or approvals (should include applicable ACI, NAQTC,

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NICET, ICC Certifications)

Employee Signature

Date