

## Duties and Responsibilities for Building Envelope Inspector

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and /or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Attend pre-inspection meetings and visit job sites periodically to monitor the installation of the building envelope components for compliance with approved documents. Applicable components include glass and glazing (windows, doors, curtainwall, railings, canopies), waterproofing, roofing, structural members, and exterior wall cladding.
- Perform onsite **inspections** of building envelope components.
- Assure that the components selected and designed in the consulting phases are installed properly and in compliance with Local Building Codes and Florida Building Codes.
- Conduct **field testing** such as flood testing of horizontal waterproofed areas and water and air infiltration testing of glazing systems.
- Review glazing system shop drawings for structural and Code compliance. Shop drawings to include building floor plans and elevations, glazing system floor plans and elevations, and glazing system installation details to supporting structures
- Read and interpret architectural and structural drawings including floor plans, elevations, sections, dimensions, general notes, design criteria, etc.
- Read, interpret and use adequately Product Approval Documents (NOA and One Time Approval or Florida State Product Approvals).
- Interact and collaborate effectively with internal and external team members to assure needs of the company are met
- Account for possible project challenges or constraints and proactively seek to manage challenges
- Define clear goals for all aspects of a project and develop steps for their proper execution
- Prioritize and manage multiple projects within project requirements, budgets, etc.
- Performs other related duties as assigned by management.

## Qualifications for Building Envelope Inspector

- At least one (1) of the following is required:
  - Bachelor's Degree in Civil or Structural Engineering
  - Bachelor's Degree in Architecture
  - ICC Commercial Building Envelope Inspector License
  - General Contractor's License
  - Engineer in Training Certification (EIT)
- Attention to detail and ability to produce quality documents in compliance with company standards
- Dependable and able to work with minimal supervision
- Excellent written and verbal communication skills as well as interpersonal skills
- Demonstrated ability to plan and organize projects
- Proven ability to handle multiple projects and meet deadlines

- Good judgement with the ability to make timely and sound decisions
- Adaptability and problem-solving capacity
- A self-motivator and the ability to thrive on challenges and able to work with a high level of efficiency