



HOPI TRIBAL HOUSING AUTHORITY

Position Classification and Description

P.O. BOX 906 POLACCA, ARIZONA 86042 FAX: (928) 737-9270 PH: (928) 737-2800

Job title	<i>Inspector</i>		
Reports to	<i>Development Director</i>		
Department	<i>Development</i>		
Classification	Type: <i>Non-Exempt/Temporary Fulltime</i>	Class Code:	<i>8810</i>
Range	<i>11</i>		

Job Summary

Under direct supervision of the Development Director or his/her designee as assigned, performs office work and advance construction inspection. Inspect work quality, materials, industry practices and standards used in a variety of federally funded (NAHASDA/HUD) projects, i.e., scattered sites, subdivisions, model activities, etc. Insure conformance with construction documents, the Hopi Tribal Housing Authority's policies & procedures, applicable laws and ordinances of the Hopi Tribe and industry standards.

Duties and Responsibilities

1. Reviews plans and specifications of assigned projects and facilities pre-construction conferences.
2. Attends and participates in planning and construction meetings, staff meetings, and conferences with federal, state, tribal and other agencies as needed.
3. Conducts routine to complex field inspections of NAHASDA/HUD funded projects such as; Civil Utility Lay outs in grading (rough and final), site prep, foundations & floor systems, exterior & interior walls, cosmetic features, structural, HVAC (mechanical), plumbing & electrical systems, fire protection & alarm systems, off/on-site sanitary, water, electrical & natural. propane gas distribution systems, curbs, gutter, sidewalk & survey monumentation.
4. Inspect materials for identification and conformance to specifications and work in place to determine contractors' compliance with contract specifications.
5. Performs periodic job site inspections to verify and/or approve periodic pay applications and provide written technical narrative reports and other documents as required for the projects.
6. Monitor staffing level reports and payroll for compliance with the Hopi TERO and the U.S. Department of Labor's Davis Bacon and Related Acts (DBRA).
7. Develop and implement appropriate inspection schedules for all phases of pre-construction and construction activities including close-out requirements.
8. Communicates firmly and tactfully with staff, contractors, architects, engineers, consultants, local utility authorities, tribal representatives, and applicable governmental agencies & entities.
9. Recommends corrective resources to address project development activities as required to Development Director and/or Executive Director such as; design alterations, change orders, field orders, submittals, RFI's, materials, etc.
10. Resolves construction related issues to specifications, workmanship, labor compliance & safety.
11. Determines and verifies compliance with the adopted building codes (IRC, UBC, NEC, etc.) and local utility codes during the course of construction.
12. Maintains excellence by conducting researches of new technologies and principles by attending educational workshops, seminars and conferences; through professional publications/periodicals; establishing networks with professional societies, contracting agencies and related organizations.
13. Implement and observes OSHA laws and regulations to ensure project sites maintain a safe working environment.
14. Contributes to a team effort and accomplishes related results as required.
15. Perform other duties as necessary or assigned.

Minimum Qualifications & Requirements

Bachelor's Degree in Engineering, Architecture, Construction Management, or related field and five (5) years' experience in construction management, building inspection, engineering or equivalent combination of education and experience providing the ability to perform the required duties. Building Inspectors Certifications in ICBO or other ICC Certifications.

Skills, Knowledge & Abilities

- Skill in planning, organizing, and supervising construction projects.

- Skill in operating business computers and office machines, including work-processing, spreadsheets, database software programs and construction project management software.
- Skill in applying architectural and construction techniques and methods to resolve technical problems.
- Skill in estimating and applying cost estimates to labor needs for various projects.
- Knowledge of the functions, structure, policies, and procedures of the Hopi Tribal Housing Authority.
- Knowledge of applicable federal, state, county, and local laws, regulations and requirements.
- Knowledge of business English, Proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of methods, practices, and techniques used in construction projects including accepted trade practices on new construction, remodeling, and maintenance and repair of building facilities.
- Knowledge of quality assurance, inspection and technical aspects of document preparation.
- Knowledge of HUD guidelines and regulations governing Indian Housing programs.
- Knowledge of federal procurement regulations and procedures.
- Knowledge of carpentry, masonry, finishing, electrical, utility, mechanical, plumbing trades and with Advanced General Construction Knowledge.
- Knowledge of material sampling, testing, estimate procedures, soils mechanics, geology and building codes adopted by HTHA or Tribe.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to understand and apply applicable OSHA laws and regulations.
- Ability to Inspect moderate to complex construction project, including structural construction.
- Ability to incorporate and maintain project schedules using computer software.
- Ability to detect and locate faulty materials and poor workmanship and determine best practices for remediation and perform required mathematical computations.
- Ability to interact and maintain good working relationships.
- Ability to work independently and efficiently under stressful conditions, make solid decisions, and exercise independent judgement.
- Ability to prepare and present detailed reports; write policies and procedures; analyze situations and adopt appropriate courses of action; handle multiple tasks and meet deadlines & follow oral and written instructions.

Supplemental Requirements

- All hires are contingent pending a satisfactory outcome of successful pre-employment screening in accordance with applicable laws, regulations and the Hopi Tribal Housing Authority Personnel Policy
- A valid Arizona Driver's License is required with no DWI/DUI convictions within the last three (3) years. Must be insurable through HTHA's vehicle policy and maintain throughout the duration of employment.
- Must pass a background investigation in accordance with applicable laws and regulations pertinent to Tribal Housing Authorities.
- Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
- Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act, Title 25, U.S. Code, and Section 472 & 473. The Hopi Housing Authority is committed to equal opportunity without discrimination due to race, sex, religion, color, national origin, marital status, disability and sexual preference.

Position Due Date on February 14, 2020 5pm (MST) @ HTHA Human Resource Office