



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

<b>Position:</b>	<b>Quality Control Inspector</b>	
<b>Department:</b>	<b>Housing</b>	
<b>Reports to:</b>	<b>Capital Improvements Manager</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade:NE-12</b>
<b>Opening date:</b>	<b>April 17, 2024</b>	<b>Closing date: May 3, 2024</b>

### **JOB SUMMARY:**

Responsible for the inspection and reporting results of the inspections on new construction (site work, utilities, roads, and house construction), modernization/rehabilitation of existing properties, and maintenance activities on existing properties. Also inspect and report on physical environment work performed under the Capital Improvements Program and all other duties within job qualifications as assigned.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found or assigned to this position.*

### **DUTIES AND RESPONSIBILITIES**

The Quality Control Inspector is responsible for assuring quality workmanship, building code compliance, and complete according to specifications and scopes of work for all work done on Mescalero Apache Tribe Housing Department (MATHD) properties. Inspector is also responsible for all annual and interim inspections of all properties managed by MATHD. Each inspection is recorded and entered into the Housing Data System for tenants, and project work logs for special projects and new construction. *Also performs other tasks as assigned.*

Specific duties include, but are not limited to:

- Perform onsite inspections and reporting.
- Maintain accurate records of inspections and communications with all parties concerned.
- Interpret the contract documents including the plans and specifications.
- Attend meetings with contractors and subcontractors.
- Perform move-in and move-out inspections when assigned.
- Interpret the local, state, and national building codes when needed.
- Initiate and coordinate inspections with the Tribal Building inspector.
- Prepare work lists and punch lists as required.
- Perform walk through inspections of planned construction project homes to ascertain the condition of the properties, immediate critical and non-critical needed and expected repairs/replacement, identification of major maintenance needs, and the total estimated cost to complete such items.
- Provide written report summary and analysis based on physical needs inspection.

### **SUPERVISORY RELATIONSHIPS:**

The Quality Control Inspector reports to and receives instructions from the Capital Improvements Manager. He/she is expected to carry out his/her responsibilities in a businesslike manner and in accordance with MATHD policies and federal requirements. Supervision is not a normal function of this position.

### **MINIMUM QUALIFICATIONS:**

- High School diploma or GED plus 4 years construction experience including inspection experience or an International Conference of Building Officials (ICBO) certified inspector with a minimum of 2 years of experience in construction inspection.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have the ability to read and understand technical drawings and specifications and have a working knowledge of the building and energy codes.
- Must be able to communicate clearly and effectively both orally and in writing and have basic computer skills using MS Word and Excel.
- Ability to plan and manage time effectively, initiating, organizing and following up on assigned tasks.
- Ability to work under pressure.
- Ability to establish a good rapport with the general public, residents, contractors and co-workers.

**SPECIAL REQUIREMENTS:**

- Must possess a valid New Mexico driver's license and be insurable under the Mescalero Apache Tribe Insurance.
- Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. **The employee must also have ability to climb ladder and scaffolding.** The employee occasionally is required to sit; climb or balance; and smell. The employee must lift and/or move up to **80** pounds.

**WORK ENVIRONMENT:**

Work is generally performed in office setting, housing unit and outdoors with moderate noise level. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.