



MESCALERO APACHE TRIBE Job Announcement

Position: Quality Control Inspector Assistant/Environmental Review Technician
Department: Housing
Employment Status: Non-Exempt **Grade:** NE-8
Opening Date: June 4, 2019 **Closing Date:** Until Filled
First Review 6/11/2019

JOB SUMMARY:

Responsible for assisting the inspector with inspections 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.

Review proposed projects and prepare environmental review with environmental factors and considerations, in compliance with the National Environmental Protection Act. Maintains all Environmental Review Record files with required documentation on projects.

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

DUTIES AND RESPONSIBILITIES

The Quality Control Inspector Assistant (Inspector) is responsible for assuring quality workmanship, building code compliance, are 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 Systems for tenants and project work logs for special projects and new construction. Also performs other tasks as assigned.

Duties include, but are not limited:

- 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, the immediate critical and non-critical repairs 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.
- Assists in mapping public water supply system.
- Determines if there is a potential for effects on the environment of any expenditure of federal funds.
- Complete and submit Environmental Impact Statements; Environmental Assessments; Categorically Excluded and Exempt Activities.
- Complete statutory worksheets through field observation and personal contact for: Historic Preservation; Floodplain Wetland Management; Coastal Zone; Sole Source Aquifers; Endangered Species; Safe Drinking Water Act; Wild and Scenic Rivers; Air Quality and Farmland Protections.
- Maintains all statutory worksheets, findings of no significant impact, certification and request for release of funds.
- Assists tribal members with applications for housing department services.
- Completes inspections and final walk through as needed.
- Conducts Environmental Inspections and walk through on all construction, rehab and restoration projects.
- Performs other duties as needed.

SUPERVISORY RELATIONSHIPS:

The Quality Control Inspector reports to and receives instructions from the Tenant Services Manager. Inspector 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 certificate is required. Associates Degree in construction related studies or related field is preferred.
- Minimum of two (2) years of experience in general building construction is required.
- Experience performing Environmental Reviews for Tribal or other public programs, preferred.
- **Must attain the American Home Inspectors Training (AHIT) certification as a Residential Building Inspector within six (6) months after successfully completing the**

90-day Probation period as Quality Control Inspector Assistant and maintain those qualifications as a condition of employment. If this certification is not successfully completed within the six (6) months following full-time employment, the employee will be released from full-time employment with the housing department.

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 with proper grammar, punctuation, and formatting.
- 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.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Working knowledge of the National Environmental Protection Act.
- Knowledge of the principles of environmental conservation and management.
- Experience completing written reports with proper grammar, punctuation, and format.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality.

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

occasionally is required to sit; climb or balance; and smell. The employee must lift and/or move up to 50 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.

Submit Letter of Application, Resume and Tribal Application:

Myra LaPaz, Human Resources
(509) 464-9273
MLapaz@mescaleroapachetribe.com

Applicants missing any one of the required submittals will not be considered.

Mescalero Apache/Native Preference Shall Apply