



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Quality Control Inspector
Department:	Home Repair Program/Homeowner's Assistance Program
Employment Status:	Temporary (depending on grant funds) Grade: NE11
Opening Date:	May 15, 2023 Closing Date: June 9, 2023

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 Home Repair and Homeowner's Assistance Programs 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 the 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, which 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 Homeowner's properties. Inspector is also responsible all inspections of Homeowner's properties. Also, performs other tasks as assigned.

- 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 Beginning and Final inspections.
- 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.
- 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.
- Maintains all statutory worksheets, findings of no significant impact, certification and request for release of funds.
- 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.

Minimum Qualifications

- High School Diploma or GED. Bachelor's Degree in Construction related studies or related field is preferred.
- A minimum of four years construction experience including inspections experience or an International Conference of Building Officials (ICBO) certified inspector.
- Most possess a valid driver's license and be insurable under the Mescalero Apache tribe insurance.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

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 work independently with minimal supervision.
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; 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 have the ability to climb a ladder and scaffolding. 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.